



## DECISION

*Fair Work Act 2009*  
s.185—Enterprise agreement

**Southern Cross Care (Broken Hill) Ltd**  
(AG2016/2823)

### **SOUTHERN CROSS CARE (BROKEN HILL), NSWNMA AND THE BROKEN HILL TOWN EMPLOYEES' UNION ENTERPRISE AGREEMENT 2015 - 2017**

Aged care industry

COMMISSIONER CRIBB

MELBOURNE, 21 APRIL 2016

*Application for approval of the Southern Cross Care (Broken Hill), NSWNMA and The Broken Hill Town Employees' Union Enterprise Agreement 2015 - 2017.*

[1] An application has been made for approval of an enterprise agreement known as the *Southern Cross Care (Broken Hill), NSWNMA and The Broken Hill Town Employees' Union Enterprise Agreement 2015 - 2017* (the Agreement). The application was made pursuant to s.185 of the *Fair Work Act 2009* (the Act). It has been made by Southern Cross Care (Broken Hill) Ltd. The agreement is a single-enterprise agreement.

[2] I am satisfied that each of the requirements of ss.186, 187 and 188 as are relevant to this application for approval have been met.

[3] The Broken Hill Town Employees' Union, the Australian Nursing and Midwifery Federation and the New South Wales Nurses and Midwives' Association, being bargaining representatives for the Agreement, have given notice under s.183 of the Act that they want the Agreement to cover their respective organisations. In accordance with s.201(2) of the Act I note that the Agreement covers both of these organisations.

[4] The Agreement is approved and, in accordance with s.54 of the Act, will operate from 28 April 2016. The nominal expiry date of the Agreement is 30 June 2017.



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**Southern Cross Care (Broken Hill), NSWNMA and The Broken Hill Town Employees' Union Enterprise Agreement 2015 - 2017**

## CONTENTS

<b>PART 1 - PRELIMINARIES.....</b>	<b>4</b>
1. INTRODUCTION.....	4
2. TITLE.....	4
3. PARTIES BOUND.....	4
4. COMMENCEMENT.....	4
5. EXPIRY.....	4
6. DEFINITIONS.....	4
7. COMPLETE AGREEMENT.....	5
8. AGREEMENT FLEXIBILITY.....	6
9. NATIONAL EMPLOYMENT STANDARDS.....	7
10. NO EXTRA CLAIMS.....	7
11. AVAILABILITY OF AGREEMENT.....	7
<b>PART 2 - ENGAGEMENT.....</b>	<b>8</b>
12. EMPLOYEE ENGAGEMENT.....	8
13. PAY AND PAYMENT.....	10
14. REMUNERATION PACKAGING.....	13
15. HOURS.....	14
16. ROSTERS.....	17
17. BREAKS.....	18
18. OVERTIME.....	18
19. SHIFT AND WEEKEND WORK.....	20
20. PUBLIC HOLIDAYS.....	21
21. ALLOWANCES.....	23
<b>PART 3 - LEAVE.....</b>	<b>27</b>
22. ANNUAL LEAVE.....	27
23. PERSONAL/CARER'S LEAVE AND COMPASSIONATE LEAVE.....	30
24. COMMUNITY SERVICE LEAVE.....	33
25. PARENTAL LEAVE.....	34
26. LONG SERVICE LEAVE.....	35
27. REPATRIATION LEAVE.....	37
28. LEAVE WITHOUT PAY.....	37
29. CEREMONIAL LEAVE.....	38
30. NATURAL DISASTER LEAVE.....	38
<b>PART 4 - OTHER PROVISIONS.....</b>	<b>38</b>
31. CONSULTATION.....	38
32. REDUNDANCY.....	39
33. DISCIPLINARY MATTERS.....	41

34	TERMINATION OF EMPLOYMENT .....	41
35.	LABOUR FLEXIBILITY AND MIXED FUNCTIONS.....	42
36.	WORKLOAD MANAGEMENT.....	43
37.	SUPERANNUATION.....	43
38.	ATTENDANCE AT MEETINGS .....	45
39.	TRAINING .....	45
40.	AMENITIES.....	46
41.	INSPECTION OF LOCKERS .....	46
42.	REQUESTS FOR FLEXIBLE WORKING ARRANGEMENTS .....	46
43.	GRIEVANCE AND DISPUTE RESOLUTION PROCEDURES .....	47
44.	UNION DELEGATES .....	48
	SCHEDULE A - EMPLOYMENT CLASSIFICATIONS .....	53
	SCHEDULE B - PAY, OTHER RATES AND ALLOWANCES.....	64
	SCHEDULE C - SUPPORTED WAGE SYSTEM.....	73
	SCHEDULE D - NATIONAL TRAINING WAGE NON-NURSING STAFF.....	76
	APPENDIX D1 - ALLOCATION OF TRAINEESHIPS TO WAGE LEVELS .....	83
	SCHEDULE E - SCHOOL-BASED APPRENTICES.....	87

## **PART 1 - PRELIMINARIES**

### **1. INTRODUCTION**

This Agreement is made under section 172 of the *Fair Work Act 2009*.

- (a) SCCBH will take the necessary steps to seek approval of this Agreement under section 186 of the Act.
- (b) SCCBH will formally advise the Unions when the Agreement is made in order for the Unions to apply under section 183 of the *Fair Work Act 2009* to be covered by the agreement.
- (c) It is the intention of this agreement that the Unions will be covered by this Agreement.

### **2. TITLE**

This Agreement shall be known as the Southern Cross Care (Broken Hill), NSWNMA and The Broken Hill Town Employees' Union Enterprise Agreement 2015 - 2017 and throughout is referred to as "this Agreement".

### **3. PARTIES BOUND**

This Agreement shall be binding according to its terms upon the following:

- (a) Southern Cross Care (Broken Hill);
- (b) The Broken Hill Town Employees' Union;
- (c) New South Wales Nurses and Midwives' Association;
- (d) Australian Nursing and Midwifery Federation (NSW Branch); and
- (e) all those employees of SCCBH performing work within the classifications contained in this agreement and employed in a residential aged care facility in NSW.

### **4. COMMENCEMENT**

The agreement will commence 7 days after the date of approval by the Fair Work Commission.

### **5. EXPIRY**

This Agreement shall have a nominal expiry date of 30 June 2017.

### **6. DEFINITIONS**

Where a term of this Agreement has a corresponding definition in the Act, the Regulations or the NES, the definition in the Act, the Regulations or the NES shall apply. Any such terms that are also defined in this Agreement are defined for the convenience only of the parties and shall be overridden to the extent of any inconsistency with the definition found in the Act, the Regulations or the NES.

For the purposes of this Agreement:

**Act** means the [Fair Work Act 2009](#) (as amended).

**Base rate of pay** (refer to section 16 of the Act) means a rate of pay for a period worked (however the rate is described) that does not include incentive-based payments and bonuses, loadings, monetary allowances, penalty rates or any other similar separately identifiable entitlements.

**Board** means the [Nursing and Midwifery Board of Australia](#) and shall also be taken to mean a reference to the [Australian Health Practitioner Regulation Authority](#) as appropriate/applicable.

**De facto partner** means:

- (a) a person who, although not legally married to the employee, lives with the employee in a relationship as a couple on a genuine domestic basis (whether the employee and the person are of the same sex or different sexes); and
- (b) includes a former de facto partner of the employee.

**Employment classifications** mean those set out in Schedule A to this Agreement and shall apply as if they had been reproduced in full in this clause.

**FWC** means Fair Work Commission.

**Immediate Family** means:

- (a) a spouse, de facto partner, child, parent, grandparent, grandchild or sibling of the employee; or
- (b) a child, parent, grandparent, grandchild or sibling of a spouse or de facto partner of the employee.

**NES** means the National Employment Standards as amended from time to time.

**Ordinary Pay** includes: the base rate of pay; any applicable over-agreement payments for ordinary hours of work; and Climatic & Isolation Allowance. It does not include, shift or weekend penalties.

**Regulations** means the [Fair Work Regulations 2009](#) associated with the *Fair Work Act 2009* (as amended from time to time).

**SCCBH** means Southern Cross Care (Broken Hill)

**Union** or Unions means the Broken Hill Town Employees' Union; the New South Wales Nurses and Midwives' Association; and the Australian Nursing and Midwifery Federation (NSW Branch).

## 7. COMPLETE AGREEMENT

- 7.1 Other than individual agreements reached in accordance with Clause 8 - Agreement Flexibility, this Agreement is intended to cover all matters pertaining to the employment relationship. In this regard, it represents a complete statement of the mutual rights and obligations between SCCBH and the employees to the exclusion (to the extent permitted by law) of other laws, awards, agreements (whether registered or unregistered), custom and practice and like instruments or arrangements.

7.2 Notwithstanding clause 7.1, the NES will prevail over the content of this Agreement, to the extent of any inconsistency or omission.

## **8. AGREEMENT FLEXIBILITY**

8.1 SCCBH and an employee covered by this enterprise agreement may agree to make an individual flexibility arrangement to vary the effect of terms of the agreement if:

- (a) the agreement deals with 1 or more of the following matters:
  - (i) arrangements about when work is performed;
  - (ii) overtime rates;
  - (iii) penalty rates;
  - (iv) allowances;
  - (v) leave loading; and
- (b) the arrangement meets the genuine needs of SCCBH and the employee in relation to 1 or more of the matters mentioned in paragraph (a); and
- (c) the arrangement is genuinely agreed to by SCCBH and the employee.

8.2 The must ensure that the terms of the individual flexibility arrangement:

- (a) are about permitted matters under section 172 of the Fair Work Act 2009; and
- (b) are not unlawful terms under section 194 of the Fair Work Act 2009; and
- (c) result in the employee being better off overall than the employee would be if no arrangement was made.

8.3 SCCBH must ensure that the individual flexibility arrangement:

- (a) is in writing; and
- (b) includes the name of SCCBH and the employee; and
- (c) is signed by SCCBH and the employee and if the employee is under 18 years of age, signed by a parent or guardian of the employee; and
- (d) includes details of:
  - (i) the terms of the enterprise agreement that will be varied by the arrangement; and
  - (ii) how the arrangement will vary the effect of the terms; and
  - (iii) how the employee will be better off overall in relation to the terms and conditions of his or her employment as a result of the arrangement; and
- (e) states the day on which the arrangement commences.

8.4 SCCBH must give the employee a copy of the individual flexibility arrangement within 14 days after it is agreed to.

8.5 SCCBH or the employee may terminate the individual flexibility arrangement:

- (a) by giving no more than 28 days written notice to the other party to the arrangement; or
- (b) if SCCBH and the employee agree in writing - at any time.

## **9. NATIONAL EMPLOYMENT STANDARDS**

- 9.1 It is the intention of this Agreement that the NES, as they may be varied from time to time, shall apply to the employees the subject of this Agreement. Any provisions of the NES that are also referred to or set out in this Agreement are for the convenience only of the parties.
- 9.2 Where the NES provides, or is varied to provide, a condition or entitlement more favourable (to the employee) in a particular respect than that set out in this Agreement, the condition or entitlement set out in this Agreement shall be overridden to the extent that it is less favourable than the NES.
- 9.3 Where after the commencement of this Agreement, the NES are varied to remove a condition or entitlement referred to or set out in this Agreement, the condition or entitlement referred to or set out in this Agreement shall have no effect.
- 9.4 Where after the commencement of this Agreement, the NES are varied to provide a condition or entitlement less favourable (to the employee) in a particular respect than that referred to or set out in this Agreement, the condition or entitlement referred to or set out in this Agreement shall be overridden to the extent that it is more favourable than the NES as varied.
- 9.5 Clauses 9.3 and 9.4 will not apply with respect to:
  - (a) Schedule B - Pay, Other Rates and Allowances; and
  - (b) Clause 23.3 - Paid Personal/Carer's Leave.

## **10. NO EXTRA CLAIMS**

- 10.1 The parties bound by this Agreement acknowledge that this Agreement settles all claims in relation to the terms and conditions of employment of the employees to whom it applies and agree that they will not pursue any extra claims during the term of this Agreement.
- 10.2 Without limiting the generality of the foregoing, there shall be no industrial action for the purpose of supporting or advancing claims against SCCBH until the nominal expiry date has passed and the requirements of the Act have been satisfied.
- 10.3 Where any disagreement arises, the parties shall follow the Dispute Settlement Procedure contained in this Agreement. The parties acknowledge that the terms of this Agreement represent the totality of all matters in the employment relationship and that no industrial action shall be taken in support of any matter(s) whatsoever which is (are) covered or not covered by this Agreement until its nominal expiry date has passed and the requirements of the Act have been satisfied.

## **11. AVAILABILITY OF AGREEMENT**

SCCBH must ensure that copies of this Agreement and the NES are available to all employees to whom they apply, such as on a notice board which is conveniently located at or near the workplace or through electronic means, whichever makes them more accessible.

## **PART 2 - ENGAGEMENT**

### **12. EMPLOYEE ENGAGEMENT**

#### **12.1 Minimum Employment Period:**

- (a) Employees (other than casual employees) will be on a period of probation for the first six months of engagement (12 months for small business) for the purpose of determining the employee's suitability for ongoing employment.
- (b) At any time during the probation period, SCCBH or the employee can terminate the employment by providing written notice in accordance with clause 34 – Termination of Employment.
- (c) Employees will not be protected from unfair dismissal where they are terminated within the probation period ending at the earlier of:
  - (i) the time when the person is given notice of the dismissal; or
  - (ii) immediately before the dismissal.

**12.2 Full-time Employees:** A full-time employee is one engaged as such and whose ordinary hours of work average 38 hours per week.

#### **12.3 Part-time Employees:**

- (a) A part-time employee is an employee who is engaged to work less than an average of 38 ordinary hours per week and whose hours of work are reasonably predictable.
- (b) Before commencing part-time employment, SCCBH and the employee will agree in writing the guaranteed minimum number of hours to be worked and the rostering arrangements which will apply to those hours.
- (c) Reasonable additional hours may be worked in accordance with clause 15 - Hours.
- (d) **Review of Part-time Hours:** At the request of an employee, the hours worked by the employee will be reviewed annually. Where the employee is regularly working more than their guaranteed minimum number of hours then such hours shall be adjusted by SCCBH, and recorded in writing to reflect the hours regularly worked. The hours worked in the following circumstances will not be incorporated in the adjustment:
  - (i) if the increase in hours is as a direct result of an employee being absent on leave, such as for example, annual leave, long service leave, maternity leave, workers compensation; and
  - (ii) if the increase in hours is due to a temporary increase in hours only due, for example, to the specific needs of a resident or client.
- (e) Any adjusted guaranteed minimum number of hours resulting from a review identified in sub-clause 13.3(d) should, however, be such as to readily reflect roster cycles and shift configurations utilised at the workplace.

#### **12.4 Casual Employees:**

- (a) A casual employee is one who is engaged as such on an hourly basis otherwise than as a full-time employee or a part-time employee.
- (b) Casual Conversion

- (i) A casual employee who has been rostered on a regular and systematic basis over a period of 26 weeks has the right to request conversion to permanent employment:
  - (A) on a full-time contract where the employee has worked on a full-time basis throughout the period of casual employment; or
  - (B) on a part-time contract where the employee has worked on a part-time basis throughout the period of casual employment. Such contract would generally be on the basis of the same number of hours as previously worked, however the hours must be capable of fitting within the existing shift and rostering arrangements. Other arrangements may be implemented by agreement between SCCBH and the employee.
- (ii) SCCBH may consent to or refuse the request, but shall not unreasonably withhold agreement to such a request.
- (iii) Casual conversion will not apply where a casual has covered absences of permanent staff that are expected to return to work.

## 12.5 Trainees:

Trainees shall be employed in accordance with the provisions set out in Schedule D to this Agreement. The rates contained in Schedule D will move in accordance with changes to the Trainee rates in the Aged Care Award 2010 as they vary from time to time.

## 12.6 Recognition of Service and Experience

- (a) From the time of commencement of employment, an employee has three months in which to provide documentary evidence to SCCBH detailing any other relevant service or experience not disclosed at the time of commencement. This evidence, in the absence of other documentary evidence, may take the form of a statutory declaration.
- (b) Until such time as the employee furnishes any such documentation contemplated in sub-clause (a), SCCBH shall pay the employee at the level for which proof has been provided.
- (c) If within three months of commencing employment an employee does provide documentary evidence of other previous relevant service or experience not disclosed at the time of commencement, SCCBH shall pay the employee at the appropriate rate as and from the date of commencement that would have been paid from that date had the additional evidence been provided at that time.
- (d) If an employee provides documentary evidence of other previous relevant service or experience not disclosed at the time of commencement after the said three months period, the employee shall be paid a rate appropriate for the previous relevant service or experience then proved, but only from the date of providing that evidence to SCCBH.
- (e) An employee who is working in the same classification for more than one organisation shall notify SCCBH within one month of the end of each quarter of their hours worked with those other employers in the last quarter.
- (f) An employee who is entitled to progress to the next year of service or experience (by reason of hours worked with other employers) as and from a particular date must provide proof of that entitlement within three months of that entitlement arising. If that proof is so provided, the employee shall be paid at the

higher rate as and from the date they were entitled to progress to the next year of service or experience. If the proof is provided outside that three-month period, the employee shall be paid at the higher rate only from the date that proof is provided.

- (g) A registered nurse or enrolled nurse who has trained outside New South Wales shall be paid as a registered nurse or enrolled nurse as from the date she or he notifies SCCBH in writing that she or he is eligible for registration or enrolment as a registered nurse or enrolled nurse; provided that she or he makes application for registration within seven days after being so notified that she or he is eligible for registration.
- (h) For the purpose of progression based on service and experience an employee must complete 1976 hours of work less any Annual Leave taken during the year.

## **12.7 Re-grading of Employee Classification**

- (a) Where the nature of the work undertaken by an employee changes, such that the majority of the work regularly performed is work of a type normally associated with a higher classification, the employee may apply to have their position reclassified to the higher classification.
- (b) An application for re-grading by an employee must be made in writing.
- (c) SCCBH must respond to the request in writing within 3 weeks, indicating whether the application is approved or denied. Where denied the response must provide reasons.
- (d) Changes in work by themselves may not lead to a change in an employee's substantive classification. Factors with a bearing on the decision may include whether the changes:
  - (i) involve the exercise of skills, responsibility and/or autonomy normally undertaken at a higher classification;
  - (ii) are permanent or temporary; and/or
  - (iii) involve work at a higher classification or not (e.g. simply performing more work at the same classification or different work at the same classification would not qualify for re-grading)

## **12.8 National Criminal History Record Check**

- (a) Operators of aged care services are required to ensure staff, contractors and volunteers, who have, or are reasonably likely to have access to care recipients undergo a National Criminal History Record Check, commonly known as a Police Check.
- (b) SCCBH will pay the cost of renewal of Police Checks for employees required to undergo such checks.
- (c) New employees will be required to pay for their initial Police Check before commencing employment.

## **13. PAY AND PAYMENT**

### **13.1 Arrears of payments of rates of pay to employees**

- (a) The base rates of pay payable to employees, being the hourly rates of pay set out in Tables 1, 2, 3 and 4 of Schedule B to this Agreement, will apply to Employees within the employ of SCCBH as at 17 December 2015.
- (b) Employees who had left the employee of SCCBH subsequent to 1 January 2015 and prior to 17 December 2015 will be entitled to 50% of the amount they would have received in accordance with clause 13.1(a) up to the date of their termination.

### 13.2 Full-Time and Part-Time Employees

- (a) The base rates of pay in the appropriate employment classification for full-time employees and for part-time employees shall be the hourly rates of pay set out in the Table's in Schedule B to this Agreement.
  - (i) Notwithstanding the above, the base rate of pay for AINs will be as set out in [Table 1](#) or 3.5% higher than the AIN rates in the Nurses Award 2010, whichever is the greater.
  - (ii) The base rate of pay for nurses in [Table 1](#) is inclusive of a buy-out of one week's annual leave for all nursing classifications which equates to 1.92% of the base rate of pay.
  - (iii) The base rate of pay for non-nursing employees, employed prior to 28 September 2012 will be 99% of the appropriate rate in schedule B to this Agreement in consideration for receiving one additional week of annual leave.
- (b) Full-Time Employees have the benefit of all of the other entitlements set out in this Agreement.
- (c) Part-Time Employees have the benefit of all of the other entitlements set out in this Agreement on a pro rata basis in the same proportion as their ordinary hours of work bear to full-time hours

### 13.3 Casual Employees

- (a) The base rates of pay in the appropriate employment classification for casual employees shall be the hourly rates of pay set out in the Table's in Schedule B to this Agreement. In addition, a casual loading of 25% will apply.
- (b) Where it is expressly stated in this Agreement that overtime, weekend payments and public holiday payments are to be made to casual employees, such payments shall be taken to be inclusive of and not in addition to the casual loading referred to in this sub-clause.
- (c) For weekend and public holiday work, casual employees are entitled to the penalty rates prescribed in Clause 19 - Shift and Weekend Work and Clause 20 - Public Holidays. Such payments are taken to be inclusive of and not in addition to the casual loading referred to in sub-clause 13.3(a).
- (d) A casual employee will be paid shift allowances calculated on the ordinary pay excluding the casual loading with the casual loading component then added to the penalty rate of pay.
- (e) A casual employee is entitled to overtime in accordance with Clause 18 - Overtime and taken to be inclusive of and not in addition to the casual loading referred to in sub-clause 13.3(a).

- (f) Casual employees have the benefit of all of the other entitlements set out in this Agreement, which are applicable to casual employees, on a pro rata basis in the same proportion as their ordinary hours of work bear to full-time hours.
- (g) A casual employee's entitlement to long service leave is governed by the provisions of the Long Service Leave Act 1955 (NSW).
- (h) Clauses that do not apply to casual employees include: Clause 16 - Rosters; Clause 22 - Annual Leave; Clause 27 - Repatriation Leave.

#### **13.4 Trainees**

- (a) The base rates of pay in the appropriate employment classification for trainees shall be the hourly rates of pay set out in Schedule D to this Agreement.
- (b) The rates contained in Schedule D will move in accordance with changes to the Trainee rates in the Aged Care Award 2010 as they vary from time to time.

#### **13.5 Payment of Wages**

- (a) Wages shall be paid fortnightly or where mutually agreed, monthly.
- (b) Employees shall have their wages paid by direct deposit or electronic transfer into one account with a bank or other financial institution as nominated by the employee. Wages shall be deposited by SCCBH in sufficient time to ensure that wages are available for withdrawal by employees by the close of business on pay day. Where the wages are not available to the employee by such time due to circumstances beyond SCCBH's control, SCCBH shall not be held accountable for such delay.
- (c) Where the services of an employee are terminated with due notice, all moneys owing shall be paid upon cessation of employment, but in the case of termination without due notice, within three working days.
- (d) Where SCCBH has overpaid an employee, SCCBH shall notify the employee in writing of such overpayment and how such overpayment is made up, and may recover such amounts, with the agreement of the employee as to the amount of the overpayment and method of such recovery. This sub-clause authorises the use of deductions from wages for the purpose of such recovery. All such deduction from wages must be authorised in writing by the employee.

#### **13.6 Particulars of Wages**

- (a) On pay day each employee shall be provided with a pay slip in electronic form or hardcopy which complies with the relevant provisions of the Act. (See Regulation 3.46 of the Fair Work Regulations 2009 replicated below):
  - (i) SCCBH's name; and
  - (ii) the employee's name; and
  - (iii) the period to which the pay slip relates; and
  - (iv) the date on which the payment to which the pay slip relates was made; and
  - (v) the gross amount of the payment; and

- (vi) the net amount of the payment; and
  - (vii) any amount paid to the employee that is a bonus, loading, allowance, penalty rate, incentive-based payment or other separately identifiable entitlement; and
  - (viii) on and after 1 January 2010 the Australian Business Number (if any) of SCCBH.
- (b) If an amount is deducted from the gross amount of the payment, the pay slip must also include the name, or the name and number, of the fund or account into which the deduction was paid.
- (c) If the employee is paid at an hourly rate of pay, the pay slip must also include:
- (i) the rate of pay for the employee's ordinary hours (however described); and
  - (ii) the number of hours in that period for which the employee was employed at that rate; and
  - (iii) the amount of the payment made at that rate.
- (d) If the employee is paid at an annual rate of pay, the pay slip must also include the rate as at the latest date to which the payment relates.
- (e) If SCCBH is required to make superannuation contributions for the benefit of the employee, the pay slip must also include:
- (i) the amount of each contribution that SCCBH made during the period to which the pay slip relates, and the name, or the name and number, of any fund to which the contribution was made; or
  - (ii) the amounts of contributions that SCCBH is liable to make in relation to the period to which the pay slip relates, and the name, or the name and number, of any fund to which the contributions will be made.

## **14. REMUNERATION PACKAGING**

14.1 Where agreed between SCCBH and an employee, SCCBH may introduce remuneration packaging. The terms and conditions of such a package may make provision for a salary greater than that contained in the salary band. The package overall shall not be less favourable than the entitlements otherwise available under this Agreement on a global or overall basis and shall be subject to the following provisions:

- (a) SCCBH shall ensure that the structure of any package complies with taxation and other relevant laws;
- (b) SCCBH shall confirm in writing to the employee the classification level and the current salary payable as applicable to the employee under this Agreement;
- (c) SCCBH shall advise the employee in writing of his or her right to choose payment of that salary referred to in sub-clause (b) above instead of a remuneration package;
- (d) SCCBH shall advise the employee, in writing, that all Agreement conditions, other than the salary and those conditions as agreed in sub-clause (e) below shall continue to apply;

- (e) when determining the remuneration package, the non-salary fringe benefit shall be in accordance with relevant Australian Taxation Office legislation;
- (f) a copy of the agreement shall be made available to the employee;
- (g) the employee shall be entitled to inspect details of the payments made under the terms of this agreement;
- (h) the configuration of the remuneration package shall remain in force for the period agreed between the employee and SCCBH;
- (i) where at the end of the agreed period the full amount allocated to a specific benefit has not been utilised any unused amount shall be paid as salary which will be subject to usual taxation requirements;
- (j) remuneration packaging is only offered on the strict understanding and agreement that in the event existing taxation law is changed regarding Fringe Benefit Tax or personal tax arrangements, and that change may impact on this agreement, all salary packaging arrangements may, at the discretion of SCCBH, be terminated. Upon termination in these circumstances the employee's rate of pay will revert to the rate of pay that applied immediately prior to a salary packaging agreement made pursuant to this clause, or the appropriate Agreement rate of pay whichever is greater;
- (k) where changes are proposed to salary packaging arrangements other than to flow on wage increases, or salary packaging arrangements are to be cancelled for reasons other than legislative requirements, then SCCBH and/or the employee must give three months' notice of the proposed change;
- (l) in the event that an employee ceases to be employed by SCCBH this agreement will cease to apply as at the date of termination and all leave entitlements due on termination shall be paid at the rates in accordance with sub-clause (b) above. Any outstanding benefit shall be paid on or before the date of termination; and
- (m) any pay increases granted to employees under this Agreement shall also apply to employees subject to remuneration packaging arrangements within this clause.

## **15. HOURS**

### **15.1 Reasonable Additional Hours**

All hours worked over an average of 38 ordinary hours per week, will be deemed to be additional hours. All hours worked by part-time employees beyond their guaranteed minimum number of hours will be treated as additional hours for the purpose of this subclause. From time to time, full time employees may be required to work a reasonable amount of additional hours. Part time employees may be asked, but not required, to work a reasonable number of additional hours. All additional hours worked will be paid in accordance with this Agreement.

An employee may not be required to work additional hours in circumstances where the working of additional hours would result in the employee working hours which are unreasonable having regards to (refer to section 62 of the Act):

- (a) any risk to employee health and safety from working the additional hours;
- (b) the employee's personal circumstances, including family responsibilities;
- (c) the needs of the workplace or enterprise in which the employee is employed;

- (d) whether the employee is entitled to receive overtime payments, penalty rates or other compensation for, or a level of remuneration that reflects an expectation of, working additional hours;
- (e) any notice given by SCCBH of any request or requirement to work the additional hours;
- (f) any notice given by the employee of his or her intention to refuse to work the additional hours;
- (g) the usual patterns of work in the industry, or the part of an industry, in which the employee works;
- (h) the nature of the employee's role, and the employee's level of responsibility;
- (i) whether the additional hours are in accordance with averaging terms included under section 63 in a modern award or enterprise agreement that applies to the employee, or with an averaging arrangement agreed to by SCCBH and employee under section 64;
- (j) any other relevant matter.

## 15.2 Arrangement of Hours

- (a) The ordinary hours of work, exclusive of meal times, shall not exceed an average of 38 hours per week.
- (b) The hours of work prescribed in sub-clause (a) may be arranged as follows:
  - (i) 76 hours per fortnight to be arranged so that each employee shall not work their ordinary hours on more than ten days in the fortnight; or
  - (ii) 152 hours in a 28 calendar-day cycle to be arranged so that each employee shall not work their ordinary hours on more than 20 days in the 28 calendar-day cycle; or
  - (iii) 152 hours in a 28 calendar-day cycle to be arranged so that each employee shall not work their ordinary hours on no more than 19 days with the twentieth day taken as an accrued paid day off (ADO); or
  - (iv) as otherwise agreed in writing between SCCBH and the employee.
- (c) Each employee shall be entitled to not less than four full days in each fortnight free from duty, or by agreement, two full days in each week free from duty (rostered days off), and every effort shall be made for such rostered days off to be consecutive, unless otherwise agreed.
- (d) Each shift shall consist of no more than 10 hours of work at ordinary time (not including unpaid breaks) provided that an employee shall not work more than seven consecutive shifts unless the employee so requests and SCCBH agrees.
- (e) Except for meal breaks and the periods not worked in broken shifts, all time from the commencement to the cessation of duty each shift shall count as working time.
- (f)
  - (i) A Director of Nursing (DON) shall be entitled to be free from duty for not less than nine days in each 28 consecutive days, being 8 rostered days off and one additional day off..
  - (ii) Where SCCBH and the DON agree, up to five (5) of the additional

days off may be accumulated and taken in conjunction with the employee's annual leave or at another agreed time..

- (iii) A DON shall, where practicable, inform SCCBH by giving not less than seven days' notice of the days he or she proposes to be free from duty; provided that such days shall be subject to the approval of SCCBH, and such approval shall not be unreasonably withheld.
- (g) SCCBH will ensure there is provision for handover between Registered Nurses at the commencement of each shift to inform of any changes to a residents health status.

### 15.3 Minimum Starts

The following minimum starts will apply to employees, except with respect to: Clause 33 - Disciplinary Matters; Clause 34 - Termination of Employment; Clause 38 - Attendance at Meetings; and Clause 39 - Training.

- (a) Full-time employees shall receive a minimum payment of four hours for each shift in respect of ordinary hours of work.
- (b) Part-time and casual employees shall receive a minimum payment of three hours for each shift.

### 15.4 Allocated Days Off (ADO)

- (a) A full-time employee whose ordinary hours of work are arranged in accordance with sub-clause 15.2(b)(iii) shall be entitled to an ADO in each cycle of 28 days . The ordinary hours of work on each of those days shall be arranged to include a proportion of one hour on the basis of 0.4 of one hour for each 8-hour shift worked which shall accumulate towards the employee's allocated day off duty on pay.
- (b) A full-time employee's ADO shall be determined by mutual agreement between the employee and SCCBH having regard to the needs of the place of employment or sections thereof. Such ADO shall, where practicable, be consecutive with the rostered days off. Provided that, ADO's shall not be rostered on public holidays.
- (c) Where SCCBH and the employee agree, up to five (5) ADO's may be accumulated and taken in conjunction with the employee's annual leave or at another agreed time.
- (d) No time towards an ADO shall accumulate during periods of workers' compensation, unpaid parental leave, long service leave, any period of unpaid leave or annual leave.
- (e) Credit towards an ADO shall continue to accumulate whilst an employee is on paid personal/carers' leave. Where an allocated day off duty falls during a period of personal/carers leave, the employee's available sick leave shall not be debited for that day.
- (f) Employees entitled to ADO's shall continue to accrue credits towards them in respect of each day those employees are absent on leave in accordance with clause 20 - Public Holidays.
- (g) An employee will be paid for any accumulated ADOs, at ordinary pay, on the termination of their employment for any reason.

- (h) By agreement with SCCBH an employee may cash out any accumulated ADO's at ordinary pay.

## 15.5 Broken Shifts

- (a) An employee may agree to work broken shifts at any time for any duration; however an employee may be required to work broken shifts in the following circumstances:
  - (i) in an emergency – including staff absence; or
  - (ii) up to and including a 4 week continuous period for circumstances other than those covered by subclauses 15.5(a)(i).
    - (A) Where an employee has served a period of broken shifts in accordance with subclause (iii) the employee shall not be required to serve a further period on broken shifts until he or she has been off broken shifts for a period equivalent to the previous period on broken shifts.
- (b) A “broken shift” for the purposes of this sub-clause means a single shift worked by an employee that includes one or more breaks in excess of that provided for meal breaks, where the time between the commencement and termination of the broken shift shall not exceed 12 hours.
- (c) An employee must receive a minimum break of 10 hours between broken shifts rostered on successive days.
- (d) Where a broken shift is worked, an employee shall receive an allowance equivalent to half an hour of their ordinary pay per shift.
- (e) Payment for a broken shift shall be at ordinary pay with penalty rates and shift allowances in accordance with Clause 19 - Shift and Weekend Work, with shift allowances being determined by the commencing time of the broken shift.
- (f) All work performed beyond the maximum span of 12 hours for a broken shift will be paid at double ordinary pay.

## 16. ROSTERS

- 16.1 (a) SCCBH shall make available for each employee, in a form accessible to the employee, a roster which includes the following information:
  - (i) the ordinary hours of work for each employee; and
  - (ii) ADO's where applicable.
- (b) The roster shall be displayed two weeks prior to the commencing date of the first working period in any roster subject to sub-clause (c).
- (c) The roster and changes to the roster may be communicated to an employee in a range of ways including: hard copy in a place conveniently accessible to an employee; telephone; direct contact; mail; email; text message or facsimile.
- (d) Sub-clause (a) shall not make it obligatory for SCCBH to display any roster of ordinary hours of work of members of the casual or relieving staff.
- 16.2 (a) Notwithstanding clause 16.1, a roster may be altered at any time:

- (i) so as to enable the service of the organisation to be carried on;
  - (A) where another employee is un-expectedly absent from duty; or
  - (B) in the event of an emergency.
- (ii) where SCCBH and the employee/s affected agree.

## **17. BREAKS**

- 17.1 Two separate ten-minute tea breaks (in addition to meal breaks) shall be allowed each employee on duty during each ordinary shift of 7.6 hours or more; where less than 7.6 ordinary hours are worked, employees shall be allowed one 10-minute tea break in each four-hour period. Subject to agreement between SCCBH and the employee, the two ten-minute tea breaks may alternatively be taken as one 20-minute tea break, or by one ten-minute tea break with the employee allowed to proceed off duty ten minutes before the completion of the normal shift finishing time. Such tea break(s) shall count as working time.
- 17.2 Employees shall not be required to work more than five (5) hours without a meal break. Such meal break shall be of between 30 and 60 minutes duration and shall not count as time worked.
- 17.3 Notwithstanding the provisions of sub-clause 17.2, an employee required to work in excess of 10 hours in a shift shall be entitled to a 60-minute meal break. Such time shall be taken as either two thirty-minute meal breaks or one 60-minute meal break, subject to agreement between SCCBH and the employee.
- 17.4 An employee must receive the following breaks between shifts:
- (a) 8 hours:
    - (i) between ordinary rostered shifts, which are not broken shifts; and/or
    - (ii) where reasonable additional hours are worked which are not overtime hours; and
  - (b) 10 hours where overtime is worked or where broken shifts are worked on successive days.

## **18. OVERTIME**

- 18.1 Overtime is paid in the following circumstances:
- (a) Where a full time employee:
    - (i) works in excess of their ordinary hours;
    - (ii) works in excess of 10 hours per shift;
    - (iii) works on a rostered day off.
  - (b) Where a part time employee:
    - (i) works in excess of 10 hours per shift; and/or
    - (ii) works in excess of 76 hours per fortnight, where employed by the fortnight; and/or

- (iii) works in excess of 152 hours per four weekly period, where employed on a four weekly basis; and/or
    - (iv) works on a rostered day off.
  - (c) Where a casual employee:
    - (i) works in excess of 10 hours per shift; and/or
    - (ii) works in excess of 76 hours per fortnight.
  - (d) Where an employee is deprived of part or their break between shifts as required by clause 17.4.
- 18.2 Overtime shall be paid at the base rate of pay in accordance with the following:
- (a) Overtime shall be paid at double time;
  - (b) Public Holidays - Overtime shall be paid double time and one-half;
  - (c) Overtime rates under this clause will be in substitution for and not cumulative upon the shift and weekend penalties prescribed in clause 19 - Shift and Weekend Work and the casual loading in clause 13.3(a); and
  - (d) Overtime penalties do not apply to Directors of Nursing; Deputy Directors of Nursing; Assistant Directors of Nursing and Hostel Supervisors (CSE 5).
- 18.3 Where the next shift is due to commence before the employee has had their break, one of the following will apply:
- (a) The employee will be released prior to, or after the completion of their shift to permit them to have their break without loss of pay for the working time occurring during such absence; or
  - (b) If at the request of SCCBH an employee works without their break, they shall be paid until they are released from duty at overtime rates. Once released from duty such employees shall be entitled to be absent from work until they have had their break without loss of pay for working time occurring during such an absence.
- 18.4 With the exception of employees working broken shifts, employees who are recalled to work overtime after leaving SCCBH's place of work shall be paid a minimum of four hours at the applicable overtime rate for each time so recalled. The 4 hour minimum payment only applies where overtime is payable for any of the work for which the employee is recalled to perform. Provided that, except in unforeseen circumstances, an employee shall not be required to work the full four hours if the tasks they were recalled to perform are completed within a shorter period.
- (a) An employee recalled to work overtime shall be reimbursed reasonable travel expenses incurred in respect of the recall to work.
  - (b) Provided that where an employee elects to use his or her own vehicle the employee shall be paid the per kilometre allowance set out in Item 6 of [Table 5](#) of Schedule B to this Agreement.
- 18.5 For the purposes of assessing overtime, each day shall stand alone, provided that where any one period of overtime is continuous and extends beyond midnight, all overtime hours in this period shall be regarded as if they had occurred within the one day.
- 18.6 In lieu of receiving payment for overtime in accordance with this clause, employees

may be compensated by way of time off in lieu of overtime on the following basis:

- (a) Time off in lieu of overtime is taken on the basis of hour for hour at ordinary pay, that is for example, one hour off for each hour of overtime worked. However, any applicable shift and weekend penalties shall still be paid as if the time was worked when taking such time in lieu. It must be taken within four months of it being accrued at a mutually agreed time.
- (b) Where it is not possible for an employee to take the time off in lieu of overtime within the four month period, it is to be paid out at the appropriate overtime rate based on the rates of pay applying at the time payment is made.
- (c) With the exception of clause 18.6(e), employees cannot be compelled to take time off in lieu of overtime and SCCBH cannot be compelled to agree to provide the employee with time off in lieu of overtime.
- (d) SCCBH must maintain records of all time in lieu of overtime owing and taken by employees.
- (e) A full time employee required to work on a rostered day off, may elect to be paid at overtime rates for all hours worked on that day, or take the equivalent number of hours as time in lieu, on a day which shall be mutually agreed with SCCBH.
- (f) Where no election is made the employee shall be paid overtime rates in accordance with this Agreement.

## **19. SHIFT AND WEEKEND WORK**

19.1 Employees shall be paid the following penalties, calculated on their ordinary pay, for shifts rostered in accordance with the following. Provided that part time and casual employees shall only be entitled to the additional rates where their shifts commence prior to 6:00a.m., or finish subsequent to 7:00 p.m.:

- (a) 10% for afternoon shift commencing after 10:30 am and before 1:00 pm.
- (b) 12.5% for afternoon shift commencing at or after 1:00 pm and before 4:00 pm.
- (c) 15% for night shift commencing at or after 4:00 pm and before 4:00 am.
- (d) 10% for night shift commencing at or after 4:00 am and before 6:00 am.
- (e) The shift penalties above do not apply to Directors of Nursing; Deputy Directors of Nursing and Assistant Directors of Nursing.
- (f) In addition to applicable shift penalties casual employees will also be entitled to the casual loading calculated on their base rate of pay.

19.2 Employees shall be paid the following penalties for ordinary hours of work occurring on a Saturday or a Sunday:

- (a) for work between midnight on Friday and midnight on Saturday - time and one half.
- (b) for work between midnight on Saturday and midnight on Sunday:
  - (i) Nursing Classifications; and Non-nursing classifications employed on and from 28 September 2012 - time and three-quarters
  - (ii) Non-nursing classifications employed prior to 28 September 2012 -

## Double time

- (c) These weekend penalties shall be in substitution for and not cumulative upon the shift penalties prescribed in sub-clause 19.1 and the casual loading at sub-clause 13.3(a).

## 20. PUBLIC HOLIDAYS

- 20.1 Public holidays are provided for in the NES. This clause contains additional provisions.
- 20.2 SCCBH may request an employee to work on a particular public holiday. An employee who, without the consent of SCCBH or without reasonable cause, such as personal/carers leave, is absent from work on a public holiday after agreeing to work on a public holiday, is not entitled to any payment for such public holiday.
- 20.3 The employee may refuse the request (and take the day off) if the employee has reasonable grounds for doing so. In determining whether an employee has reasonable grounds for refusing a request to work on a public holiday regard must be had to the matters set out in section 114 of the Act. This Agreement expressly contemplates that SCCBH will require work on public holidays, or particular public holidays, and the parties acknowledge that the nature of the work performed by the employee, the type of employment (for example, whether full-time, part-time, casual or shift work) and the nature of SCCBH's workplace or enterprise (including its operational requirements) will require work on public holidays, or particular public holidays.
- 20.4 Public holidays shall be allowed to employees without loss of ordinary pay.
- 20.5 (a) For the purposes of this agreement, the following shall be deemed to be public holidays:
- (i) New Year's Day; Australia Day; Good Friday; Easter Saturday; Easter Sunday; Easter Monday; Anzac Day; Queen's Birthday; Labour Day; Christmas Day; Boxing Day;
  - (ii) any other day, or part-day, declared or prescribed by or under a law of a State or Territory to be observed generally within the State or Territory as a public holiday, other than a day or part-day, or a kind of day or part-day, that is excluded by the regulations from counting as a public holiday; and
  - (iii) any other day, or part-day, declared or prescribed by or under a law of a State or Territory to be observed within a region of the State or Territory, as a public holiday, other than a day or part-day, or a kind of day or part-day, that is excluded by the regulations from counting as a public holiday
- (b) If, under (or in accordance with a procedure under) a law of a State or Territory, a day or part-day is substituted for a day or part-day that would otherwise be a public holiday because of subclause 20.5(a), then the substituted day or part-day is the public holiday.

### Additional Public Holiday

- (c) Where, in accordance with clause 20.5(a)(iii):
- (i) a full day is proclaimed and observed as a local public holiday, within the calendar year and within the area in which the facility is situated,

that day will be substituted for the day on which August Bank Holiday is observed;

(ii) no local public holiday is proclaimed and observed within the calendar year and within the area in which the facility is situated a full day will be observed as a public holiday on the day on which the August Bank Holiday is observed;

(ii) a part of a day is proclaimed and observed as a local public holiday within the calendar year and within the area in which the facility is situated a full day will be substituted and observed as an Additional Public Holiday to be taken on the day on which the August Bank Holiday is observed.

(d) SCCBH and the employees may agree to substitute another day for a public holiday observed at 20.5.

20.6 An employee who is required to and does work on any public holiday prescribed in this clause shall be paid in lieu of all other shift penalties (except broken shift allowances), weekend penalties, casual loading and part-time loading, as follows:

(a) **Nursing classifications; and Non-Nursing classifications employed on or from 28 September 2012:**

(i) **Full-time Employees:** Time and one half for all ordinary time worked in addition to the weekly rate. Alternatively, if the employee elects, half-time extra for all time worked in addition to the weekly rate and have one ordinary working day added to be taken in conjunction with the period of annual leave.

(ii) **Part-time Employees:** Double and a half for all time worked on the public holiday, although where the time worked by agreement is less than the rostered shift, the balance of the rostered shift will be paid at ordinary pay. Alternatively, if the employee elects, half-time extra for all time worked in addition to the weekly rate and have the equivalent number of hours worked added to be taken in conjunction with the period of annual leave.

(iii) **Casual Employees:** Double time and one-half the basic rate of pay for casuals for all time worked. Such payment shall be taken to be inclusive of and not in addition to the casual loading referred to in sub-clause 13.3.

(b) **Non-Nursing classifications employed prior to 28 September 2012:**

(i) **Full-time Employees** - will be paid Double time for all ordinary time worked, in addition to the weekly rate. Alternatively, if the employee elects, single time extra for all time worked in addition to the weekly rate and have one ordinary working day added to be taken in conjunction with the period of annual leave.

(ii) **Part-time Employees** - will be paid triple time for all time worked on the public holiday, although where the time worked by agreement is less than the rostered shift, the balance of the rostered shift will be paid at ordinary pay. Alternatively, if the employee elects, double time for all time worked and have the equivalent number of hours worked added to be taken in conjunction with the period of annual leave.

20.7 The elections referred to in clause 20.6 are to be made in writing by the employee, by no later than 1 January each year for that year, and may only be changed within that

year with the agreement of SCCBH.

- 20.8 An employee who, without the consent of SCCBH or without reasonable cause, such as personal/carers leave, is absent from the last rostered shift before or the first rostered shift after a public holiday is not entitled to any public holiday penalty rates for work performed on such public holiday.

## **21. ALLOWANCES**

### **21.1 In Charge Allowance**

- (a) A registered nurse who is designated to be in charge during the day, evening or night of a residential aged care facility shall be paid in addition to his or her appropriate salary, whilst so in charge, the per shift allowance set out in Item 2 (for less than 100 beds) or Item 3 (for 100 or more beds) of [Table 5](#) of Schedule B to this Agreement.
- (b) A registered nurse who is designated to be in charge of a shift in a section of a residential aged care facility shall be paid in addition to his or her appropriate salary, the per shift allowance set out in Item 4 of [Table 5](#) of Schedule B to this Agreement.
- (c) This sub-clause shall not apply to registered nurses holding classified positions of a higher grade than a registered nurse.

### **21.2 Vehicle/Travelling Allowance**

- (a) An employee sent for duty to a place other than his or her regular place of duty shall be paid for all excess travelling time at the appropriate rate of pay and reimbursed excess travelling expenses.
- (b) Where an employee is called upon and agrees to use his or her private vehicle for official business, the employee shall be paid the per kilometre allowance set out in Item 5 of [Table 5](#) of Schedule B to this Agreement excluding travel to and from the employee's home to the first place of work and return to home at the end of his or her duties. This allowance will be revised each year in line with movements to the vehicle allowance in clause 15.7(a) of the Aged Care Award 2010.
- (c) Where an employee is required to use public transport for travel on official business such employee is to be reimbursed actual expenses incurred for such travel, excluding travel from the employee's home to the first place of work and return to home at the cessation of his or her duties.
- (d) No payment shall be made under sub-clauses 21.2(b) and (c) unless SCCBH is satisfied that the employee has incurred expenditure for such travel.

### **21.3 Uniforms Allowance**

- (a) Subject to the following sub-clauses sufficient suitable and serviceable uniforms or other items of clothing or equipment shall be supplied free of cost, to each employee required to wear them. An employee to whom a new uniform or part of a uniform has been supplied by the organisation, who fails to return the corresponding article last supplied, shall not be entitled to have such article replaced without payment for it at a reasonable price, in the absence of a satisfactory reason for the loss of such article or failure to produce such uniform or part thereof.
- (b) Upon termination, an employee shall return any uniform or equipment or part

thereof supplied by the organisation, which is still in use by the employee, immediately prior to leaving.

- (c) In lieu of supplying a uniform, where required, to an employee, SCCBH shall pay the employee the weekly allowance set out in Item 7 of [Table 5](#) of Schedule B to this Agreement.
- (d) In lieu of supplying special-type shoes, where required, to an employee, SCCBH shall pay the employee the weekly allowance set out in Item 8 of [Table 5](#) of Schedule B to this Agreement.
- (e) In lieu of supplying a cardigan or jacket, where required, to an employee SCCBH shall pay the employee the weekly allowance set out in Item 9 of [Table 5](#) of Schedule B to this Agreement.
- (f) In lieu of supplying stockings, where required, SCCBH shall pay the employee the weekly allowance set out in Item 10 of [Table 5](#) of Schedule B to this Agreement.
- (g) In lieu of supplying socks, where required, to an employee SCCBH shall pay the employee the weekly allowance set out in Item 11 of [Table 5](#) of Schedule B to this Agreement.
- (h) If, in any facility, the uniforms of an employee are not laundered at the expense of the facility, the sum per week set out in Item 12 of [Table 5](#) of Schedule B to this Agreement shall be paid to the said employee.
- (i) An employee who works less than thirty-eight hours per week shall be entitled to the allowances prescribed by this clause in the same proportion as the average hours worked each week bears to thirty-eight ordinary hours.
- (j) Each employee whose duties require them to work out of doors shall be supplied with overboots. Sufficient raincoats shall also be made available for use by these employees.
- (k) Each employee whose duties require them to work in a hazardous situation with or near machinery shall be supplied with appropriate protective clothing and equipment.
- (l)
  - (i) Laundry allowance shall not be paid to any employee on absences exceeding one week.
  - (ii) All other allowances in this clause will not be paid to employees during absences on:
    - (A) Workers Compensation; Long Service Leave and periods of leave without pay; and
    - (B) Personal/Carers leave beyond 3 weeks.

#### 21.4 On Call Allowance

- (a) An employee who agrees to be on call, that is, the employee agrees to make themselves ready and available to return to work at short notice whilst off duty, shall be paid the allowance, for each period of 24 hours or part thereof, set out in Item 13 of [Table 5](#) of Schedule B to this Agreement.
- (b) An employee who is directed to remain on call during a meal break shall be paid the meal break allowance set out in Item 14 of [Table 5](#) of Schedule B to this Agreement, provided that no allowance shall be paid if, during a period of

24 hours, including such period of on call, the employee is entitled to receive the allowance prescribed in sub-clause 21.4(a).

- (c) Where an employee on call in accordance with sub-clause 21.4(a), leaves the residential aged care facility and is recalled to duty, she or he shall be reimbursed all reasonable fares and expenses actually incurred. Where in these circumstances the employee elects to use his or her own vehicle the employee shall be paid the per kilometre allowance set out in Item 6 of [Table 5](#) of Schedule B to this Agreement.
- (d) This subclause shall not apply to a Director of Nursing, Deputy Director of Nursing, Assistant Director of Nursing or CSE 5 employee.

#### **21.5 Climatic & Isolation Allowance – Nursing Classifications Only**

- (a) This clause shall only apply to Nursing employees employed prior to 28 September 2012.
- (b) Eligible employees will be paid the weekly allowance set out in Item 22 of [Table 5](#) of Schedule B to this Agreement in addition to the salary to which they are otherwise entitled.
- (c) The allowance prescribed by this clause is not cumulative.
- (d) Except for the computation of overtime the allowances prescribed by this clause shall be regarded as part of salary for the purposes of this Agreement.
- (e) An employee who works less than thirty-eight hours per week shall be entitled to the allowances prescribed by this clause in the same proportion as the average hours worked each week bears to thirty-eight ordinary hours.

#### **21.6 Continuing Education Allowance**

- (a) A registered nurse or enrolled nurse who holds a continuing education qualification in a clinical field, in addition to the qualification leading to registration or enrolment, shall be paid an allowance subject to the conditions set out in this clause.
- (b) The qualification must be accepted by SCCBH to be directly relevant to the competency and skills used by the employee in the duties of the position.
- (c) The allowance is not payable to Deputy Directors of Nursing or Directors of Nursing unless it can be demonstrated to the satisfaction of SCCBH that more than fifty per cent of the employee's time is spent doing clinical work.
- (d) The allowance is not payable to Clinical Nurse Specialists, Clinical Nurse Consultants or Clinical Nurse Educators.
- (e) A registered nurse or enrolled nurse holding more than one relevant qualification is only entitled to the payment of one allowance, being the allowance of the highest monetary value.
- (f) The employee claiming entitlement to a continuing education allowance must provide evidence to SCCBH that they hold that qualification.
- (g) A registered nurse who holds a relevant postgraduate certificate in a clinical field (not including a hospital certificate) that is accepted by SCCBH to be directly relevant to the competency and skills used by the registered nurse in carrying out the duties of the position shall be paid the weekly allowance set out in Item 15 of [Table 5](#) of Schedule B to this Agreement.

- (h) A registered nurse who holds a relevant postgraduate diploma or degree in a clinical field (other than a nursing undergraduate degree) that is accepted by SCCBH to be directly relevant to the competency and skills used by the registered nurse in carrying out the duties of the position shall be paid the weekly allowance set out in Item 16 of [Table 5](#) of Schedule B to this Agreement.
- (i) A registered nurse who holds a relevant master's degree or doctorate in a clinical field that is accepted by SCCBH to be directly relevant to the competency and skills used by the registered nurse in carrying out the duties of the position shall be paid the weekly allowance set out in Item 17 of [Table 5](#) of Schedule B to this Agreement.
- (j) An enrolled nurse who holds a relevant certificate IV qualification in a clinical field (not including a certificate IV qualification which has the effect of upgrading the qualification leading to enrolment) that is accepted by SCCBH to be directly relevant to the competency and skills used by the enrolled nurse in carrying out the duties of the position shall be paid the weekly allowance set out in Item 18 of [Table 5](#) of Schedule B to this Agreement.
- (k) The allowances set out in sub-clauses 21.6(g), (h), (i) and (j) are not included in the employee's ordinary pay and will not constitute part of the all-purpose rate.
- (l) A registered nurse or enrolled nurse who is employed on a part-time or casual basis shall be paid these allowances on a pro rata basis.
- (m) The rates for these allowances shall be adjusted in accordance with increases in other wage-related allowances contained in this Agreement.

#### 21.7 Higher Duties

- (a) Subject to sub-clauses (b), (c) and (d) of this clause, an employee who is called upon to relieve an employee in a higher classification or is called upon to act in a vacant position of a higher classification, shall be entitled to receive for the period of relief or the period during which he or she so acts the minimum payment for such higher classification.
- (b) The provisions of sub clause (a) of this clause shall not apply where the employee of the higher classification is off duty by reason of his/her additional day's off duty as a consequence of working a 38 hour week.
- (c) Further, the provisions of sub-clause (a) of this clause shall not apply where a Director of Nursing is absent from duty for a period of three working days or less for any reason other than in accordance with subclause (b) of this clause.
- (d) Subject to sub-clauses (b) and (c) above, the provisions of sub-clause (a) shall not apply where a day worker is being relieved and is absent from duty for a period of three consecutive working days or less which have been rostered in advance.

#### 21.8 Meal Allowance

- (a) An employee who works overtime for more than two hours and such overtime goes beyond 7:00 a.m., 1:00 p.m., and 6:00 p.m. shall, at the option of SCCBH, be supplied with a meal or shall be paid, as the case may be:
  - (i) the amount for breakfast set out in Item 16 of [Table 5](#) of Schedule B to this Agreement;

- (ii) the amount for lunch set out in Item 17 of [Table 5](#) of Schedule B to this Agreement;
- (iii) the amount for the evening meal set out in Item 18 of [Table 5](#) of Schedule B to this Agreement.

### 21.9 Flexibility Allowance

- (a) This clause applies only to non-nursing employees employed prior to 28 September 2012
- (b) In recognition of the increased flexibility to work arrangements and the anticipated productivity gains brought about by this Agreement, each employee who works a shift in excess of five hours on anyone day shall receive an allowance of an amount as set out in Item 22 of [Table 5](#) - Other Rates and Allowances for each shift so worked. Such allowance will be paid as a flat rate per shift and will not be paid for any other purpose of the award, nor will it be increased at any time.

### 21.10 Medication Allowance

Where an AIN or a CSE 2 level 2 undertakes medication duties during a shift they will be entitled to receive the medication allowance at item 23 of [Table 5](#) of Schedule B to this Agreement for each hour they perform those duties. Where the medication duties take up the majority of the shift they will receive the allowance for the full shift. The allowance is paid as a flat rate per hours worked and will not apply for any other purpose of the Agreement. The payment of this allowance, to applicable employees, will commence from the first full pay period on or after the commencement of this Agreement.

## PART 3 - LEAVE

### 22. ANNUAL LEAVE

- 22.1 (a) Employees are entitled to annual leave in accordance with the provisions of the NES (refer to Chapter 2, Part 2-2, Division 6 of the Act).
- (b) For the purposes of the NES a shiftworker is defined as:
  - (i) an employee who is regularly rostered to work their ordinary hours outside Monday to Friday, 6am to 7pm; and/or
  - (ii) an employee who works for more than four ordinary hours on 10 or more weekends.
- (c) The entitlement to paid annual leave accrues progressively during a year of service according to the employee's ordinary hours of work, and accumulates from year to year
- (d) Casual employees have no entitlement to annual leave.

### 22.2 Accrual of Annual Leave

- (a) **Nursing Employees; and Non-Nursing employees employed on or from 28 September 2012:**
  - (i) other than shiftworkers, are entitled to 4 weeks paid annual leave.
  - (ii) who are shiftworkers are entitled to one week of Annual Leave in addition to that provided in clause 22.2(a)(i)

- (b) **Non-Nursing Employees employed prior to 28 September 2012:**
  - (i) other than shiftworkers, are entitled to 5 weeks Annual Leave and will be paid 99% of the appropriate rate of pay in schedule B to this Agreement.
  - (ii) who are shift workers are entitled to one week of Annual Leave in addition to that provided in clause 22.2(b)(i) and will be paid 99% of the appropriate rate of pay in Schedule B to this Agreement.

### 22.3 Payment of Annual Leave

- (a) If an employee takes annual leave during a period, the annual leave shall be paid at the employee's base rate of pay for the employee's ordinary hours of work in the period.
- (b) An employee going on leave may elect to be paid:
  - (i) prior to commencing such leave; or
  - (ii) through their normal pay cycle.
- (c) Once the leave has commenced the election cannot be changed unless SCCBH agrees.
- (d) If the employment of an employee who has not taken an amount of accrued annual leave ends at a particular time, the employee's untaken accrued annual leave shall be paid at the employee's ordinary pay at that time.
- (e) Annual leave loading, if any, shall be paid in accordance with clause 22.6.

### 22.4 Taking of Annual Leave

- (a) An employee is entitled to take an amount of annual leave during a particular period if:
  - (i) at least that amount of annual leave is credited to the employee; and
  - (ii) SCCBH has authorised the employee to take the annual leave during that period.
- (b) In the taking of leave, the employee shall make written application to SCCBH, giving timely notice of the desired period of such leave.
- (c) Annual leave shall be taken in an amount and at a time which is approved by SCCBH, subject to the operational requirements of the workplace. SCCBH shall not unreasonably withhold or revoke such approval.
- (d) **Extensive accumulated annual leave:** An employee must take an amount of annual leave during a particular period if:
  - (i) reasonably directed to do so by SCCBH;
  - (ii) at the time the direction is given, the employee has more than 8 weeks annual leave credited to him or her; and
  - (iii) the amount of annual leave left to the employees credit is at least 2 weeks.

### 22.5 Cashing out of Annual Leave

- (a) Annual leave credited to an employee may be cashed out by agreement, subject to the following conditions: (refer to section 93 of the Act)
  - (i) paid annual leave must not be cashed out if the cashing out would result in the employee's remaining accrued entitlement to paid annual leave being less than 4 weeks; and
  - (ii) each cashing out of a particular amount of paid annual leave must be by a separate agreement in writing between SCCBH and the employee; and
  - (iii) the employee must be paid at least the full amount that would have been payable to the employee had the employee taken the leave that the employee has forgone.

## **22.6 Annual Leave Loading**

- (a) In addition to their Annual Leave payment, an employee will be paid the higher of:
  - (i) an annual leave loading of 17.5% of their Annual Leave; or
  - (ii) the weekend and shift penalties the employee would have received had they not been on leave during the relevant period.
- (b) The Annual Leave loadings in clause 22.6(a) are not payable for days which have been added to be taken in conjunction with annual leave in accordance with the election provisions of clause 20 - Public Holidays or for purchased additional leave in accordance with clause 22.9.
- (c) Shift allowances and weekend penalties are not payable for public holidays which occur during a period of annual leave.

## **22.7 Annual Leave and Service**

A period of annual leave does not break an employee's continuity of service and annual leave counts as service for all purposes.

## **22.8 Payment of Annual Leave on Termination**

If, when the employment of an employee ends, the employee has a period of untaken paid annual leave, SCCBH must pay the employee the amount that would have been payable to the employee had the employee taken that period of leave.

## **22.9 Purchased Additional Leave (PAL)**

- (a) SCCBH may offer permanent employees the opportunity to "purchase" an additional one week of leave each year in exchange for a proportional reduction in their salary over 12 months and within each financial year and is treated as leave without pay.
- (b) An employee wishing to purchase additional leave must enter into a written agreement with SCCBH which shall include:
  - (i) an election at the beginning of each financial year (i.e. at 1 July each year);
  - (ii) agreement that the employee's salary will be reduced by 1.92% for the period of the agreement; and

- (iii) authority for SCCBH to withhold an amount of money, from any monies owing to SCCBH for PAL taken but not accrued by the final pay within the financial year or at termination.
- (c) Annual leave entitlements shall be exhausted before the employee's PAL can be accessed.
- (d) All PAL must be used within each financial year (i.e. by 30 June each year). If any PAL is not used by the final pay within the financial year, or the employee wishes to cease the arrangement, the foregone salary (if any) will be re-credited and paid to the employee.
- (e) Superannuation entitlements will be calculated on the pre-reduction salary and leave loading shall not apply to PAL.

## **23. PERSONAL/CARER'S LEAVE AND COMPASSIONATE LEAVE**

- 23.1 (a) Employees are entitled to personal/carer's leave and compassionate leave in accordance with the provisions of the NES (refer to Chapter 2, Part 2-2, Division 7 of the Act).
- (b) Casual employees have no entitlement to paid personal/carer's leave or compassionate leave, but do have an entitlement to unpaid leave.

### **23.2 Entitlement to paid Personal/Carers Leave**

- (a) For each year of service with SCCBH, an employee is entitled to 10 days of paid personal/carer's leave.
- (b) An employee's entitlement to paid personal/carer's leave accrues progressively during a year of service according to the employee's ordinary hours of work, and accumulates from year to year.

### **23.3 Taking of Personal/Carer's Leave**

An employee may take paid personal/carer's leave:

- (a) where the employee is not fit for work because of a personal illness, or personal injury, affecting the employee; or
- (b) to provide care or support to a member of the employee's immediate family, or a member of the employee's household, who requires care or support because of:
  - (i) a personal illness, or personal injury, affecting the member; or
  - (ii) an unexpected emergency affecting the member.

### **23.4 Payment of Paid Personal/Carer's Leave**

If an employee takes a period of paid personal/carer's leave, SCCBH must pay the employee at the employee's base rate of pay for the employee's ordinary hours of work in the period.

### **23.5 Personal/Carers Leave on Public Holidays**

If the period during which an employee takes paid personal/carer's leave includes a day or part-day that is a public holiday in the place where the employee is based for work purposes, the employee is taken not to be on paid personal/carer's leave on that public holiday.

### **23.6 Cashing out of Paid Personal/Carer's Leave**

- (a) An employee is entitled to cash out an amount of paid personal/carers leave credited to the employee provided:
  - (i) SCCBH authorises the employee to forgo the amount of paid personal/carers leave. SCCBH has complete discretion; and
  - (ii) paid personal/carers leave must not be cashed out if the cashing out would result in the employee's remaining accrued entitlement to paid personal/carers leave being less than 15 days; and
  - (iii) each cashing out of a particular amount of paid personal/carers leave must be by a separate agreement in writing between SCCBH and the employee; and
  - (iv) the employee must be paid at least the full amount that would have been payable to the employee had the employee taken the leave that the employee has forgone.

### **23.7 Unpaid Carer's Leave**

- (a) An employee is entitled to 2 days unpaid carer's leave for each occasion when a member of the employee's immediate family, or a member of the employee's household, requires care or support because of:
  - (i) a personal illness, or personal injury, affecting the member; or
  - (ii) an unexpected emergency affecting the member.
- (b) An employee may take unpaid carer's leave as:
  - (i) a single continuous period of up to 2 days; or
  - (ii) any separate periods agreed with SCCBH.
- (c) An employee is entitled to unpaid carer's leave for a particular occasion only if the employee cannot take an amount of paid personal/carers leave.

### **23.8 Compassionate Leave**

- (a) An employee is entitled to 2 days of compassionate leave for each occasion when a member of the employee's immediate family, or a member of the employee's household:
  - (i) contracts or develops a personal illness that poses a serious threat to his or her life; or
  - (ii) sustains a personal injury that poses a serious threat to his or her life; or
  - (iii) dies.
- (b) An employee may take compassionate leave as:
  - (i) a single continuous period of 2 days: or
  - (ii) 2 separate periods of 1 day each; or
  - (ii) any separate periods agreed with SCCBH.

### **23.9 Payment for Compassionate Leave**

- (a) If an employee takes a period of paid compassionate leave, SCCBH must pay the employee, other than a casual employee, at the employee's base rate of pay for the employee's ordinary hours of work in the period.
- (b) Casual employees are entitled to unpaid compassionate leave.

#### 23.10 Notice and Evidence Requirements

- (a) To be entitled to leave under clause 23 an employee must give SCCBH notice of the period, or expected period of the leave:
  - (i) as soon as reasonably practicable (which may be at a time before or after the leave has started) that the employee is (or will be) absent from his or her employment;
- (b) SCCBH may require an employee to give SCCBH evidence that would satisfy a reasonable person that the leave was taken for a permissible reason or occasion.
- (c) To be entitled to personal leave during the period, the employee may be required to give SCCBH as soon as reasonably practicable (which may be at a time before or after the personal leave has started) either:
  - (i) a medical certificate from a medical practitioner stating that in their opinion, the employee was, is, or will be unfit for work during the period because of a personal illness or injury; or
  - (ii) a statutory declaration made by the employee stating that the employee was, is, or will be unfit for work during the period because of a personal illness or injury.
- (d) To be entitled to carer's leave during the period, the employee may be required to give SCCBH as soon as reasonably practicable (which may be at a time before or after the carer's leave has started) either:
  - (i) a medical certificate from a medical practitioner stating that in their opinion the member requires or required care and support during the period due to personal illness or injury; or
  - (ii) a statutory declaration made by the employee stating that the employee requires or required leave during the period to provide care or support to the member because the member requires or required care or support during the period because of personal illness, or injury, of the member or an unexpected emergency affecting the member.
- (e) To be entitled to compassionate leave during the period, the employee may be required to give SCCBH as soon as reasonably practicable (which may be at a time before or after the compassionate leave has started):
  - (i) a medical certificate from a (i) medical practitioner stating that in their opinion the member is suffering from an illness or injury that poses a serious threat to the member's life; or
  - (ii) a statutory declaration made by the employee stating that the employee requires or required leave during the period due to the death of the member.

#### 23.11 Service

- (a) A period of paid personal/carer's leave or compassionate leave does not break an employee's continuity of service and counts as service for all purposes.
- (b) A period of unpaid personal/carer's leave does not break an employee's continuity of service, but does not count as service.

## **24. COMMUNITY SERVICE LEAVE**

24.1 Employees are entitled to community service Leave in accordance with the provisions of the NES (refer to Chapter 2, Part 2-2, Division 8 of the Act).

24.2 Eligible community service activities

- (a) entitle an employee, acting reasonably, to be absent from employment for periods including:
  - (i) time when the employee engages in the activity;
  - (ii) reasonable travelling time associated with the activity;
  - (iii) reasonable rest time immediately following the activity.
- (b) include:
  - (i) jury service (including attendance for jury selection) that is required by or under a law of the Commonwealth, a State or a Territory; or
  - (ii) a voluntary emergency management activity; or
  - (iii) an activity prescribed in regulations made for the purpose of subsection (4).

### **24.3 Jury Service**

- (a) There is no limit on the amount of unpaid jury service leave an employee can take in a 12 month period of employment.
- (b) Employees, other than casuals, are entitled to be paid:
  - (i) for the first 10 days when absent from work in one or more periods to attend jury service re a particular jury service summons.
  - (ii) the difference between what the employee received as jury service pay and the base rate of pay for the employee's ordinary hours of work in the period or periods.
- (c) Where the duration of jury service re a particular jury service summons exceeds 10 days, SCCBH agrees to assist the employee as far as is reasonably practical to maintain their regular income. The assistance may include: flexibility of rosters; access to Annual Leave and/or Long Service Leave.
- (d) SCCBH may require the employee to provide evidence that would satisfy a reasonable person:
  - (i) that the employee took all necessary steps to obtain any amount of jury service pay to which they were entitled; and

- (ii) of the total amount of jury service pay, paid or payable to the employee.
- (e) No payment is required where evidence is required by SCCBH and not provided by the employee.

#### 24.4 **Voluntary emergency management activity (VEMA)**

- (a) An employee engages in a VEMA if:
  - (i) they voluntarily participate;
  - (ii) the activity involves dealing with an emergency or natural disaster;
  - (iii) they are a member of, or have a member like association with a recognised emergency management body (REMB); and
  - (iv) the REMB requests their participation.

### 25. **PARENTAL LEAVE**

25.1 Employees are entitled to parental leave in accordance with the provisions of the NES (refer to Chapter 2, Part 2-2, Division 5 of the Act).

#### 25.2 **Paid parental leave**

- (a) Full-time and part-time employees may claim paid parental leave at ordinary pay, from the date the parental leave commences in the following circumstances:
  - (i) first claim: where eligible for unpaid parental leave; and
  - (ii) second and subsequent claims: where an employee having returned to work from a period of parental leave has completed 3 months of continuous service prior to each claim.
- (b) For the purposes of the calculation of “ordinary pay” for paid parental leave purposes, an employee will be paid the higher of:
  - (i) The average of the ordinary hours actually worked by the employee in the 12 month period ending at the commencement of parental leave; or
  - (ii) The ordinary hours worked by the employee at the time of the commencement of parental leave.
- (c) Paid parental leave includes:
  - (i) 9 weeks paid maternity leave for the birth mother;
  - (ii) 9 weeks paid adoption leave for the initial primary carer of the adopted child; and
  - (iii) 1 week paid partner leave.
- (d) Paid partner leave will be payable to:
  - (c) the father; or
  - (d) partner of the birth mother; or

- (e) partner of the initial primary carer of an adopted child.
- (e) Partner includes same-sex and de facto partner but does not include former de facto partners.
- (f) Any period of “paid no safe job leave” taken by an employee pursuant to the “Transfer to a Safe Job” provisions of the Act shall be deducted from the employee’s entitlement to paid maternity leave.

## **26. LONG SERVICE LEAVE**

26.1 An employee’s entitlement to long service leave shall be in accordance with the provisions of this Agreement and the *Long Service Leave Act 1955 (NSW)* provided that should there be any inconsistency between that legislation and the provisions of this Agreement these provisions shall prevail to the extent the Agreement entitles employees to long service leave in excess of the employees’ entitlement to long service leave under the *Long Service Leave Act (1955) NSW*.

### **26.2. NURSING CLASSIFICATIONS**

- (a) For the purposes of clause 26.2 only, any reference to employee or employees means nursing classification employees only.
- (b) Each employee, other than those covered by clause 26.2(c) shall be entitled to two months long service leave on ordinary pay after ten years' service; thereafter additional long service leave shall accrue on the basis of five months long service leave for each ten years' service. This additional leave may be taken on a pro-rata basis each five years after completing the initial 10 year period of service.
- (c) Notwithstanding clause 26.1 and clause 26.2(b) employees who previously nominated to continue to receive Long Service Leave entitlements in accordance with subclauses 26.2(c)(i)-(iii) will continue to receive those long service entitlements.
  - (i) After ten years’ continuous service with SCCBH employees shall be entitled to two months’ long service leave on full pay; after 15 years’ continuous service to an additional one month’s long service leave on full pay; and for each five years’ continuous service thereafter to an additional one and one-half months’ long service leave on full pay.
  - (ii) All service of five or more years shall be counted as one and one-half times the actual time served.
  - (iii) This clause applies only to the accrual of long service leave.
- (d) Employees who have completed at least 5 years’ service and less than 7 years’ service will be entitled to pro rata long service leave where the Employee’s services are terminated by SCCBH for any reason other than the employee's serious and wilful misconduct, or by the employee on account of illness, incapacity or domestic or other pressing necessity, or by reason of the death of the employee, he/she shall be entitled to be paid a proportionate amount on the basis of two months for ten years’ service.
- (e) Where an employee has been granted a period of long service leave prior to the coming into force of this Agreement, the amount of such leave shall be debited against the amount of leave due under this Agreement.
- (f) Employees of SCCBH previously covered by long service leave provisions or

arrangements contained in industrial instruments or State legislation will have their long service leave accrued entitlement carried over but the accrual and access to long service leave entitlements from the date of transfer shall be in accordance with this Agreement.

- e.g. an employee with 15 years continuous service under an industrial instrument or State legislation at the time of transfer may have an accrued entitlement of 3 months long service leave. From this time onwards employees would accrue their entitlements in accordance with this Agreement, at the rate of 2.5 months for each five years' service as the continuity of service for long service leave purposes is not affected by the entering into of this Agreement. Thus, after 20 years continuous service the employee would be entitled to 5.5 months long service leave, made up of 3 months under the previous industrial instrument or State legislation and a further 2.5 months under this Agreement.

### 26.3 NON-NURSING CLASSIFICATIONS

- (a) For the purposes of clause 26.3 only, any reference to employee or employees means non-nursing classification employees only.
- (b) Employees shall be entitled to 13 weeks long service leave on full pay after ten years' service; thereafter additional long service leave shall accrue on the basis of 6.5 week's leave for each consecutive period of 5 years completed service.
- (c) Where the services of an employee with at least five years' service as an adult are terminated by SCCBH for any reason other than the employee's serious and wilful misconduct, or by the employee on account of illness, incapacity or domestic or other pressing necessity, or by reason of the death of the employee, the entitlement to be paid shall be a proportionate amount calculated on the basis of 13 weeks for ten years' service
- (d) Long service leave shall not be granted in a period of less than one month unless SCCBH and the employee so agree.
- 26.4 The following clauses 26.5, 26.6, 26.7, 26.8, 26.9 and 26.10 apply to Nursing and Non-Nursing Employees.
- 26.5 The calculation of payment due to an employee, whether proceeding on Long Service Leave or being paid in lieu, will be in accordance with the *Long Service Leave Act 1955 (NSW)*
- 26.6 Employees are entitled to take their long service leave on a pro rata basis after 7 years of continuous service.
- 26.7 (i) SCCBH shall give to each employee at least one month's notice of the date from which it is proposed that the employee's long service leave shall be given and taken. Long service leave shall be taken as soon as practicable having regard to the needs of the workplace, or where SCCBH and the employee agree, such leave may be postponed to an agreed date.
- (ii) Where SCCBH and the employee agree in writing that the taking of a period of leave be postponed at the request of an employee to an agreed future date, the period of leave at the time of the agreement being made will, when taken, be paid at the rate applicable at the time of the agreement.
- 26.8 For the purpose of Long Service Leave service shall:
- (a) mean continuous service with Southern Cross Care (Broken Hill);

- (b) not include any period of leave without pay except in the case of employees who have completed at least ten years' service (any period of absence without pay being excluded there from) in which case service shall include any period without pay not exceeding six months taken after 1 June, 1980;
  - (c) include half the period of Long Service Leave taken where an employee elects to take Long Service Leave at half the appropriate pay in accordance with clause 26.2(k).
- 26.9 (a) With the agreement of SCCBH, an employee may take long service leave on half their appropriate pay, thereby increasing the period of paid leave which can be taken. For example an employee who is eligible for 13 weeks paid long service leave can take 26 weeks paid long service leave at half their appropriate pay.
- (b) During a period of long service leave on half their appropriate pay, the accrual of annual leave and personal/carers leave will be on the basis of half the ordinary hours of work.
- 26.10 (a) On the termination of employment of an employee, otherwise than by his or her death, SCCBH shall pay to the employee the monetary value of all long service leave accrued and not taken at the date of such termination and such monetary value shall be determined according to the appropriate pay payable to the employee at the date of such termination.
- (b) Where an employee who has acquired a right to long service leave, or after having had five years' service and less than ten years' service dies, the employees personal representative shall, upon request, be entitled to receive the monetary value of the leave not taken or which would have accrued to such employee had his or her services terminated and such monetary value shall be determined according to the appropriate pay payable to the employee at the time of his or her death.

## **27. REPATRIATION LEAVE**

- 27.1 Employees who are ex-servicemen or ex-service women may be granted special leave in one or more periods up to a maximum of 6½ working days in any period of twelve months without deduction from annual or sick leave credits for the following purposes in connection with an accepted war-caused disability or in connection with an application to the Repatriation Department for a disability to be so accepted:
- (a) to attend a hospital or clinic or visit a medical officer in that regard;
  - (b) to attend a hospital, clinic or medical officer or to report for periodical examination or attention;
  - (c) to attend limb factories for the supply, renewal and repair of artificial replacements and surgical appliances.
- 27.2 Employees are to provide SCCBH with documentary evidence as to the attendance prior to the payment of special leave being granted.

## **28. LEAVE WITHOUT PAY**

- 28.1 By agreement between SCCBH and a permanent employee, an employee may be granted a period of leave without pay.

- 28.2 The period of leave without pay will not break the continuity of service of the employee but will not count for the purpose of:
- (a) accruing annual leave or personal/carers leave, incremental progression, and public holidays;
  - (b) accruing long service leave, except in the case of employees who have completed at least ten years' service (any period of absence without pay being excluded therefrom) in which case service shall include any period without pay not exceeding six months taken after 1 June, 1980;
  - (c) the qualifying period for paid and unpaid parental leave; and
  - (d) the calculation of notice and severance pay in accordance with clause 34 - Termination of Employment and clause 32 - Redundancy.

## **29. CEREMONIAL LEAVE**

An employee who is legitimately required by Aboriginal and Torres Strait Islander tradition to be absent from work for Aboriginal ceremonial purposes will be entitled to up to ten working days unpaid leave in any one year, with the approval of SCCBH.

## **30. NATURAL DISASTER LEAVE**

- 30.1 Where a permanent employee is unable to attend work because of a natural disaster, i.e. bushfire or flood, they will be entitled to be paid ordinary pay for the shift they would otherwise have worked on that day. This entitlement will apply once per calendar year and is not cumulative from year to year.
- 30.2 SCCBH may require the employee to provide evidence to support their claim.

## **PART 4 - OTHER PROVISIONS**

### **31. CONSULTATION**

#### **31.1 Consultation regarding major workplace change**

SCCBH to notify

- (a) Where SCCBH has made a definite decision to introduce major changes in production, program, organisation, structure or technology that are likely to have significant effects on employees, SCCBH must notify the employees who may be affected by the proposed changes and their representatives, if any, which may be the union.
- (b) Significant effects include termination of employment; major changes in the composition, operation or size of SCCBH's workforce or in the skills required; the elimination or diminution of job opportunities, promotion opportunities or job tenure; the alteration of hours of work; the need for retraining or transfer of employees to other work or locations; and the restructuring of jobs. Provided that where this Agreement makes provision for alteration of any of these matters an alteration is deemed not to have significant effect.

#### **31.2 SCCBH to discuss change**

- (a) SCCBH must discuss with the employees affected and their representatives, if any, the introduction of the changes referred to in clause 31.1, the effects the

changes are likely to have on employees and measures to avert or mitigate the adverse effects of such changes on employees and must give prompt consideration to matters raised by the employees and/or their representatives in relation to the changes.

- (b) The discussions must commence as early as practicable after a definite decision has been made by SCCBH to make the changes referred to in clause 31.1.
- (c) For the purposes of such discussion, SCCBH must provide in writing to the employees concerned and their representatives, if any, which may be the union, all relevant information about the changes including the nature of the changes proposed, the expected effects of the changes on employees and any other matters likely to affect employees provided that SCCBH is not required to disclose confidential information the disclosure of which would be contrary to SCCBH's interests.

### **31.3. Consultation regarding changes to regular rosters or ordinary hours of work**

- (a) Where SCCBH proposes to change an employee's regular roster or ordinary hours of work, SCCBH must:
  - (i) provide information about the change to the employee or employees affected; and
  - (ii) invite the employee or employees affected to give their views about the impact of the change, including any impact in relation to their family or caring responsibilities; and
  - (iii) consider any views given by employees about the impact of the change.
- (b) SCCBH or an employee may appoint a representative for the purposes of this clause.
  - (i) The identity of the representative must be advised to the other party.
- (c) The obligations under sub-clause (a) shall be read in conjunction with the other agreement provisions concerning the scheduling of work and notice requirement, including but not limited to Clause 15 - Hours and Clause 16 - Rosters.
- (d) This clause is to be read in conjunction with other provisions in this Agreement concerning the scheduling of work and notice requirements.
- (e) The requirement to consult under this clause does not apply where an employee has irregular, sporadic or unpredictable working hours.

## **32. REDUNDANCY**

- 32.1 For the purposes of this clause, "continuous service" shall be interpreted in the same manner as "service of a worker" is interpreted in the *Long Service Leave Act 1955 (NSW)* as at the date this Agreement comes into operation. Periods of leave without pay, including parental leave without pay, do not break the continuity of service of an employee but are not to be taken into account in calculating length of service for the purposes of this clause.

32.2 Redundancy occurs where SCCBH has made a definite decision that SCCBH no longer wishes the job the employee has been doing to be done by anyone and this is not due to the ordinary and customary turnover of labour.

32.3 Unless the FWC subsequently orders otherwise pursuant to sub-clause 32.4, where the employment of an employee is to be terminated for the reason set out in sub-clause 32.2, SCCBH shall pay, in addition to other payments due to that employee, the following retrenchment pay in respect of the following continuous periods of service:

(a) Where the employee is under 45 years of age, SCCBH shall pay the employee in accordance with the following scale:

<b>Minimum Years of Service</b>	<b>Retrenchment Pay</b>
Less than 1 year	Nil
1 year and less than 2 years	4 weeks' pay
2 years and less than 3 years	7 weeks' pay
3 years and less than 4 years	10 weeks' pay
4 years and less than 5 years	12 weeks' pay
5 years and less than 6 years	14 weeks' pay
6 years and over	16 weeks' pay.

(b) Where the employee is 45 years of age or over, SCCBH shall pay the employee in accordance with the following scale:

<b>Minimum Years of Service</b>	<b>Retrenchment Pay</b>
Less than 1 year	Nil
1 year and less than 2 years	5 weeks' pay
2 years and less than 3 years	8.75 weeks' pay
3 years and less than 4 years	12.5 weeks' pay
4 years and less than 5 years	15 weeks' pay
5 years and less than 6 years	17.5 weeks' pay
6 years and over	20 weeks' pay

(c) "Weeks' pay" means the rate of pay for the employee concerned at the date of termination, and shall include in addition to the ordinary pay any over-agreement payments and the following, if applicable:

- (i) shift and weekend penalties as prescribed in clause 19 - Shift and Weekend Work;
- (ii) broken shift allowance as prescribed in clause 15.5 - Broken Shifts;
- (iii) climatic and isolation allowances as prescribed in clause 21.9 - Climatic and Isolation Allowance.

32.4 Subject to an application by SCCBH and further order of the FWC, SCCBH may pay a lesser amount (or no amount) of retrenchment pay than that contained in sub-clause 32.3. The FWC shall have regard to such financial and other resources of SCCBH as the FWC thinks relevant, and the probable effect paying the amount of retrenchment pay in sub-clause 32.3 will have on SCCBH. Provided that where a Deputy Director of Nursing or Assistant Director of Nursing has their position made redundant and they are offered an alternative position at a lower rate of pay which they do not accept, they shall be paid the full entitlement contained in sub-clause 32.3 and SCCBH may not make application to the FWC under this sub-clause.

### **33. DISCIPLINARY MATTERS**

- 33.1. In all dealings with employees, which may lead to a disciplinary outcome, including termination, SCCBH commits to the principles of procedural fairness, natural justice and the right to a support person.
- 33.2 An employee required to attend a disciplinary meeting will be entitled to ordinary pay for the duration of meeting.

### **34 TERMINATION OF EMPLOYMENT**

- 34.1 Prior to reaching any decision to terminate the employment of an employee on grounds other than would justify summary dismissal, SCCBH will:
- (a) inform the employee that the termination of their employment is being considered;
  - (b) advise the employee of the reasons for termination; and
  - (c) provide the employee with an opportunity to show cause why their employment should not be terminated.
- 34.2 An employee shall be given reasonable time to respond, and shall be provided with details of any relevant material. Where a meeting is held with the employee, the employee is entitled to have a support person present. The support person may be e.g. a co-worker, a workplace union delegate, an officer of the union, a family member, or any other person.
- 34.3 Subject to subclauses 34.4 to 34.9, employment, other than the employment of a casual, will be terminated by SCCBH or the employee only on the provision of the applicable notice as set out in clause 34.10, or by the payment by SCCBH, or forfeiture by the employee, of wages in lieu of notice.
- 34.4 SCCBH may, without notice, summarily dismiss an employee at any time for serious misconduct or wilful disobedience. Payment is up to the time of dismissal only.
- 34.5 Provided that employment may be terminated by part of the period of notice specified, and part payment or part forfeiture, in lieu of the period of notice specified.
- 34.6 In respect of any forfeiture by the employee of wages in lieu of notice, the employee may at any time authorise SCCBH to deduct from his or her wages payable up to, or on termination, relevant wages payable in lieu of notice. Should SCCBH not receive such an authorisation from the employee and make the applicable deduction in whole, SCCBH may forthwith recover from the employee such outstanding payment or sum or amount payable or owing by the employee pursuant to this clause in any court of competent jurisdiction.
- 34.7 The requirement for an employee to provide notice under this clause shall not apply in circumstances where the employee is entitled to bring the employment to an end because of the actions of SCCBH, for example, because of a repudiatory breach of the employment contract by SCCBH.
- 34.8 In respect of the requirement for SCCBH to provide or pay notice under this clause, nothing in this clause shall exclude the application of Subdivision C of Division 11 of Part 2-2 of the Fair Work Act 2009.
- 34.9 Except in the case of summary dismissal, it is the intention of this clause that both SCCBH and the employee provide appropriate notice upon termination, or pay or

forfeit such notice in wages. The application and interpretation of this clause shall give this intention full effect.

#### 34.10 Notice of termination

- | (a) | (i) | Period of Continuous Service                | <u>Minimum Period of Notice</u> |
|-----|-----|---|---------------------------------|
|     |     | 1 year or less                              | 1 week                          |
|     |     | More than 1 year but not more than 3 years  | 2 weeks                         |
|     |     | More than 3 years but not more than 5 years | 3 weeks                         |
|     |     | More than 5 years                           | 4 weeks                         |
- (ii) A Director of Nursing; Deputy Director of Nursing; Assistant Director of Nursing and a Care Service Employee Grade 5 - four weeks' notice.
- (b) Employees (other than casuals) aged 45 years or older will be entitled to an additional one week's notice if the employee has completed at least two years continuous service for SCCBH.
- (c) Casuals are to be given notice to the end of the current shift worked.

34.11 SCCBH will give the employee a statement signed by SCCBH stating the period of employment and when the employment was terminated if the employee requests.

#### 34.12 Abandonment of Employment

Where an employee is absent from work for a continuous period of three working days without the consent of SCCBH, and without notification to SCCBH, SCCBH shall be entitled to inform the employee by written correspondence that unless the employee provides a satisfactory explanation for her or his absence within three days of the receipt of such a request, the employee will be considered to have abandoned employment.

### 35. LABOUR FLEXIBILITY AND MIXED FUNCTIONS

- 35.1 SCCBH may direct an employee to carry out such duties as are within the limits of the employee's skill, competence and training.
- 35.2 SCCBH may direct an employee to carry out such duties and use such tools and equipment as may be required, provided the employee possesses the relevant skills and competence to perform such tasks. Where the employee does not possess such skills and competence, appropriate training shall be facilitated.
- 35.3 Any direction issued by SCCBH pursuant to sub-clauses 35.1 and/or 35.2 shall be consistent with SCCBH's responsibility to provide a safe and healthy working environment for employees, and SCCBH's duty of care to residents and/or clients.
- 35.4 Where SCCBH has decided there is no longer a requirement for a Deputy Director of Nursing or an Assistant Director of Nursing to be appointed in a workplace, SCCBH shall ensure that the workload previously performed by that nurse manager is adequately allocated to other management staff, and that the workloads of all other nurses on the nursing care roster within that workplace will remain consistent with their substantive role, duties and classifications.

## **36. WORKLOAD MANAGEMENT**

- 36.1 The parties to this agreement acknowledge that employees and management have a responsibility to maintain a balanced workload and recognise the adverse effects that excessive workloads may have on employee/s and the quality of resident/client care.
- 36.2 To ensure that employee concerns involving excessive workloads are effectively dealt with by Management the following procedures should be applied:
- (a) In the first instance, employee/s should discuss the issue with their immediate supervisor and, where appropriate, explore solutions.
  - (b) If a solution cannot be identified and implemented, the matter should be referred to an appropriate senior manager for further discussion.
  - (c) If a solution still cannot be identified and implemented, the matter should be referred to the Facility Manager for further discussion.
  - (d) The outcome of the discussions at each level and any proposed solutions should be recorded in writing and fed back to the effected employees.
  - (e) At each of the steps above the parties should aim to agree on a reasonable time frame for response.
- 36.3 Workload management must be an agenda item at staff meetings on at least a quarterly basis. Items in relation to workloads must be recorded in the minutes of the staff meeting, as well as actions to be taken to resolve the workloads issue/s. Resolution of workload issues should be based on the following criteria including but not limited to:
- (a) Clinical assessment of residents' needs;
  - (b) The demand of the environment such as facility layout;
  - (c) Statutory obligation, (including, but not limited to, workplace health and safety legislation);
  - (d) The requirements of nurse regulatory legislation;
  - (e) Reasonable workloads;
  - (f) Accreditation standards;
  - (g) Replacement of employees on leave; and
  - (h) Budgetary considerations.
- 36.4 If the issue is still unresolved, the employee/s may advance the matter through Clause 43 - Grievance and Disputes Resolution Procedures. Arbitration of workload management issues may only occur by agreement of all parties.

## **37. SUPERANNUATION**

- 37.1 The employer will make superannuation contributions into an approved Superannuation Fund nominated by the employee in accordance with the Superannuation Guarantee (SG) legislation as varied from time to time.
- 37.2 An employee will nominate one approved fund to which all statutory superannuation contributions shall be paid.

37.3 Should an employee fail to nominate a fund, the employer will choose a default fund into which contributions shall be paid under this Agreement. A default fund must offer a My Super product and for the purpose of this Agreement includes the following:

- (a) Catholic Super;
- (b) Health Employees' Superannuation Trust Australia (H.E.S.T.A.);
- (c) First State Super; or
- (d) any agreed complying superannuation fund; provided that SCCBH shall not unreasonably withhold agreement unless it establishes good and proper reasons for the withholding of agreement.

37.4 The superannuation contributions will be paid at ordinary pay, which for the purpose of this Agreement includes ordinary time worked on public holidays and public holiday loadings.

37.5 Contributions:

The employer shall make, in respect of qualified employees, superannuation contributions into an approved fund on a monthly basis. With respect to casual employees, contributions shall be remitted at least quarterly.

37.6 Salary Sacrifice to Superannuation

- (a) An employee can elect to sacrifice a portion of salary to superannuation. Such election must be made prior to the commencement of the period of service to which the earnings relate and be in accordance with relevant legislation.
- (b) Salary sacrifice to superannuation means the option of making additional superannuation contributions by electing to sacrifice a portion of the gross earnings (pre-tax dollars). This will give the effect of reducing the taxable income by the amount for salary sacrifice.
- (c) Employers will not use any amount that is salary sacrificed by an employee to count towards the employer's obligation to pay contributions under the SG legislation.
- (d) Contributions payable by the employer in relation to the SG legislation shall be calculated by reference to the salary which would have applied to the employee under this Agreement in the absence of any salary sacrifice.
- (e) Any additional superannuation contributions made in accordance with this clause shall be paid into the same superannuation fund that receives the employer's SG contributions.
- (f) Any allowance, penalty rate, overtime payment for unused leave entitlements, other than any payments for leave taken whilst employed, shall be calculated by reference to the salary which would have applied to the employee in the absence of any salary sacrifice to superannuation. Payment for leave taken whilst employed will be at the post-salary sacrificed amount

### **38. ATTENDANCE AT MEETINGS**

Wherever possible, SCCBH will hold meetings within the employee's ordinary hours. Any employee required by SCCBH to attend meetings outside the employee's ordinary hours shall be entitled to receive their base rate of pay for the actual time spent in attendance at such meetings with a minimum payment of one hour. In lieu of receiving payment, employees may, with the agreement of SCCBH, be permitted to be free from duty for a period of time equivalent to the period spent in attendance at such meetings. Such time spent shall not be viewed as overtime for the purposes of this Agreement.

### **39. TRAINING**

- 39.1 Employees will be given on-going training as necessary, relevant to their roles and responsibilities. Delivery of training may be via a variety of means including but not limited to face to face, on the job and e-learning. The organisation will facilitate access to the appropriate resources to undertake the training provided and the skills necessary to utilise those resources.
- 39.2 Each employee shall provide to SCCBH details of their attendance at training and SCCBH shall keep a record of this attendance.
- 39.3 Upon termination of the employee's employment SCCBH shall provide to the employee a written statement of the hours of training attended by the employee.
- 39.4 Where practicable, such training shall be provided to employees during their normal rostered hours of work. Where this is not practicable:
- (a) Employees shall attend training outside their normal rostered working hours when required to do so by SCCBH;
  - (b) SCCBH shall provide employees with two (2) weeks' notice of the requirement to attend training outside of their normal rostered working hours;
  - (c) Notwithstanding Clause 18 - Overtime, attendance at such training shall be paid ordinary pay for the period of training.
  - (d) SCCBH requiring an employee to attend training shall also pay to the employee ordinary pay for time travelling to and from a period of training referred to in sub-clause (c) that is in excess of the time normally taken for that employee to attend work.
  - (e) When receiving travelling time as set out in sub-clause (d), an employee using his or her own vehicle for attendance at such training shall be paid the per kilometre allowance set out in Item 6 of [Table 5](#) of Schedule B to this Agreement.
  - (f) Training provided outside the normal rostered hours of work shall be arranged so as to allow full-time employees to have at least eight or ten hours off-duty before or after training and the end or beginning of their shift, whichever is applicable as set out in Clause 15.2 - Arrangement of Hours. Where practicable, similar arrangements should also be made available to all other employees.
  - (g) Any training undertaken by an employee that occurs at a workplace is not intended to replace or supplement staffing levels and the normal levels of service delivery at such a workplace.

- (h) Notwithstanding sub-clause 15.3 - Minimum Starts, Clause 18 - Overtime will not apply where attendance at such training is outside the normal rostered working time of other than full-time employees and where it interrupts the applicable eight or ten hour break between shifts.

#### **40. AMENITIES**

40.1 The minimum standards as set out in all relevant Work Health and Safety legislation shall be met in the provision of amenities to employees.

40.2 Such amenities may include:

- (a) change rooms and lockers;
- (b) meal room;
- (c) facilities for boiling water, warming and refrigerating food and for washing and storing dining utensils;
- (d) rest room;
- (e) washing and bathing facilities;
- (f) sanitary conveniences; and
- (g) safe and secure workplace.

40.4 This clause does not create legal rights or obligations in addition to those imposed upon the parties by legislation referred to in this clause.

#### **41. INSPECTION OF LOCKERS**

Lockers may only be opened for inspection in the presence of the employee but in cases where the employee neglects or refuses to be present or in any circumstances where notice to the employee is impracticable, such inspection may be carried out in the absence of the employee by an officer of SCCBH and an employee representative where practicable, otherwise by any two officers appointed by SCCBH for that purpose.

#### **42. REQUESTS FOR FLEXIBLE WORKING ARRANGEMENTS**

42.1 Employees are entitled to request flexible working arrangements in accordance with the provisions of the NES (refer to Chapter 2, Part 2-2, Division 4 of the Act).

42.2 Where any of the following circumstances apply to the employee, the employee may request SCCBH for a change in working arrangements relating to those circumstances:

- (a) the employee is the parent, or has responsibility for the care, of a child who is of school age or younger;
- (b) the employee is a carer (within the meaning of the Carer Recognition Act 2010);
- (c) the employee has a disability;
- (d) the employee is 55 or older;

- (e) the employee is experiencing violence from a member of the employee's family;
- (f) the employee provides care or support to a member of the employee's immediate family, or a member of the employee's household, who requires care or support because the member is experiencing violence from the member's family.

42.3 The employee is not entitled to make the request unless:

- (a) for an employee other than a casual employee—the employee has completed at least 12 months of continuous service with SCCBH immediately before making the request; or
- (b) for a casual employee—the employee:
  - (i) is a long term casual employee of SCCBH immediately before making the request; and
  - (ii) has a reasonable expectation of continuing employment by SCCBH on a regular and systematic basis.

42.4 The request must:

- (a) be in writing; and
- (b) set out details of the change sought and of the reasons for the change.

42.5 SCCBH must give the employee a written response to the request within 21 days, stating whether SCCBH grants or refuses the request.

### **43. GRIEVANCE AND DISPUTE RESOLUTION PROCEDURES**

43.1 Unless otherwise stated the terms "party" or "parties" referred to in this clause means SCCBH and/or the employees, as the context requires.

43.2 This dispute resolution procedure will apply to disputes about:

- (a) any matters arising in the employment relationship, except matters relating to the actual termination of employment of an employee;
- (b) threatened termination, with the exception that the arbitration provisions in subclause 43.6 do not apply unless the parties agree. Further, the parties rights are reserved during this process and SCCBH may exercise their right to terminate the employee in accordance with the agreement;
- (c) matters in relation to the NES;
- (d) matters arising under the agreement; and
- (e) whether SCCBH had reasonable business grounds under subsection 65(5) of the Act - (requests for flexible working arrangements) or 76(4) of the Act - (requests for extending unpaid parental leave).

43.3 SCCBH or an employee may appoint another person, organisation or association (e.g. Union or Aged & Community Services NSW & ACT) to accompany and/or represent them for the purposes of this clause.

43.4 In the event of a dispute the parties will initially attempt to resolve the matter at the workplace level, including, but not limited to:

- (a) the employee and his or her supervisor discussing the matter; and
  - (b) if the matter is still not resolved the parties arranging further discussions involving more senior levels of management (as appropriate).
- 43.5 If a dispute is unable to be resolved at the workplace, in accordance with subclause 43.4, a party to the dispute may refer the matter to the FWC or other appropriate statutory tribunal.
- 43.6 The parties agree that the FWC shall have the power to do all such things as are necessary for the just resolution of the dispute including:
- (a) mediation, conciliation and, with the exception of disputes arising under clause 36 – Workload Management, arbitration; and
  - (b) arbitration, for disputes arising under clause 36 – Workload Management, only with the agreement of the parties.
- 43.7 While the dispute resolution procedure is being conducted, work must continue in accordance with this agreement and the Act. Subject to applicable work health and safety legislation, an employee must not unreasonably fail to comply with a direction by SCCBH to perform work, whether at the same or another workplace that is safe and appropriate for the employee to perform.

#### **44. UNION DELEGATES**

- 44.1 SCCBH recognises the right of all employees to join a union, to access meaningful union representation, to participate collectively in workplace issues, and to collectively bargain through their union.
- 44.2 SCCBH will recognise one delegate from the Broken Hill Town Employees' Union and one delegate from the New South Wales Nurses and Midwives' Association in each workplace, upon receipt of written notification from each of the respective Unions.
- 44.3 SCCBH will recognise one alternate delegate from each union who may act in a delegate's absence upon written notification from each of the respective Unions.
- 44.4 A delegate will be released from work to attend union business in accordance with the following:
- (a) up to five (5) days per calendar year to attend training facilitated by the Union to increase awareness and knowledge of workplace issues and/or consultative mechanisms and/or statutory entitlements and obligations, which will contribute to a more productive, aware and harmonious workplace environment;
  - (b) up to three (3) days paid leave per calendar year (at ordinary pay) to attend to union business;
  - (b) a minimum of four (4) weeks' written notice, or less by agreement, must be provided to SCCBH of a request to attend such union business. The notice must specify the time and nature of the union business; and
  - (c) subject to operational requirements SCCBH shall not unreasonably refuse such a request.
- 44.5 The nominated alternate delegate from each union may share the entitlement at clause 44.4(a) and (b) with one delegate subject to clauses 44.4(b) and (c).

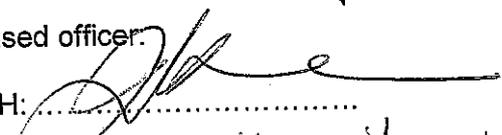
- 44.6 A delegate may access leave without pay, Annual Leave or Long Service Leave, for the purposes of attending the training referred to in 44.3(a).
- 44.7 A delegate will be provided with reasonable access to telephone, internet, email, facsimile, photocopying, notice boards and meeting facilities (where available) for the purpose of carrying out work as a delegate.

**EXECUTION:**

Signed for and on behalf of:

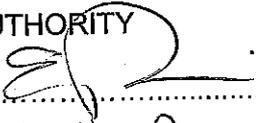
SCCBH NAME AND TRADING NAME

by its duly authorised officer:

Signed for SCCBH: 

Print Full Name: NAME Judith Eileen Hoares  
Position: POSITION HUMAN RESOURCE MANAGER

Authority: INSERT AUTHORITY

Signed by witness: 

Print Full Name Elizabeth Peone

Address: 254 Chloride St  
Broken Hill NSW 2880

Date: 14/4/2016

*Brett Holmes*

Brett Howard Holmes  
General Secretary  
New South Wales Nurses and  
Midwives' Association; and

Branch Secretary  
Australian Nursing & Midwifery Federation  
New South Wales Branch  
50 O'Dea Ave  
WATERLOO NSW 2017

*Margaret Potts*

WITNESS

Margaret Mary Potts  
50 O'Dea Ave, Waterloo

*Coral Levett*

Coral Vicky Levett  
President  
New South Wales Nurses and  
Midwives' Association, and;

President  
Australian Nursing & Midwifery Federation  
New South Wales Branch  
50 O'Dea Ave  
WATERLOO NSW 2017

*Margaret Potts*

WITNESS

Margaret Mary Potts  
50 O'Dea Ave, Waterloo

*Authority to sign Agreement on behalf of employees is in accordance with Rule 34 of the Rules of the New South Wales Nurses and Midwives' Association and Rule 40 of the Rules of the Australian Nursing & Midwifery Federation and as bargaining representative in accordance with the Fair Work Act 2009.*

**EXECUTION:**

Signed for and on behalf of The Broken Hill Town Employees' Union by its duly authorised officer:

Signed:  .....

Print Full Name: Rosslyn Ann Ferry

Position: Secretary

Authority:

Signed by witness:  .....

Print Full Name: Gregory Paul Braes

Address: 298 Knox Street  
Broken Hill NSW 2880

Date: 14 April 2016

## SCHEDULE A - EMPLOYMENT CLASSIFICATIONS

This Schedule contains the following employment classifications and definitions:

- I. GENERAL EMPLOYMENT CLASSIFICATIONS
  - II. NURSES' EMPLOYMENT CLASSIFICATIONS
  - iii. HEALTH PROFESSIONAL EMPLOYEE CLASSIFICATIONS
- 

### I. GENERAL EMPLOYMENT CLASSIFICATIONS

The following employment classifications and definitions apply to this Agreement:

#### 1. CARE SERVICE EMPLOYEES

**1.1 Care Service Employee New Entrant** means an employee with less than 500 hours work experience in this industry who performs basic duties under direct supervision. Such employees perform routine functions requiring understanding of clear rules and procedures. Work is performed using established practices, procedures and instructions including compliance with documentation requirements as determined by SCCBH. Problems should be referred to a more senior staff member. Indicative tasks an employee at this level may perform are as follows:

**Care Stream:** Carry out simple tasks under supervision to assist a higher grade Care Service Employee attending to the personal needs of residents.

**Maintenance Stream:** General labouring assistance to higher grade employees in the full range of gardening and maintenance duties.

**1.2 Care Service Employee Grade 1** means an employee who has 500 hours work experience in the industry or who has or can demonstrate relevant prior experience, acceptable to SCCBH, which enables the employee to work effectively at this level. A Junior Employee (less than 18 years) when classified at this grade may be paid as a new entrant. An employee who works under limited and/or indirect supervision individually or in a team environment. Employees at this level work within established guidelines including compliance with documentation requirements as determined by SCCBH. In some situations detailed instructions may be necessary. **Indicative tasks** an employee at this level may perform are as follows:

**Care Stream:** Provide assistance to residents in carrying out simple personal care tasks which shall include but not be limited to: supervise daily hygiene eg assisting with showers or baths, shaving, cutting nails; lay out clothes and assist in dressing; make beds and tidy rooms; store clothes and clean wardrobes; assist with meals. Provide assistance to a higher Grade Care Service Employee in attending to the personal care needs of a resident.

**Maintenance Stream:** Performance of labouring duties associated with gardening and general maintenance activities, including but not limited to: sweeping; hosing; garbage collection and disposal; keeping the outside of buildings clean and tidy; mowing lawns and assisting the gardener in labouring.

**1.3 Care Service Employee Grade 2** means

- (a) **Level One.** An employee with 500 hours' work experience or who has or can demonstrate relevant prior experience, acceptable to SCCBH, which enables the

employee to work effectively at this level. An employee who works individually or in a team environment, is responsible for the quality of their own work, and works under limited and/or indirect supervision, including compliance with documentation requirements as determined by SCCBH. **Indicative tasks** an employee at this level may perform are as follows:

**Care Stream:** Provide a wide range of personal care services to residents, in accordance with Commonwealth and State Legislative requirements, and in accordance with the resident's Care Plan, including but not limited to:

- applying topical creams;
- massaging with or without liniments (i.e. Deep Heat and Vicks);
- simple wound dressing;
- implementation of continence programs as identified in the Care Plan;
- attend to routine urinalysis, blood pressure, temperature and pulse checks;
- blood sugar level and other checks to assist and support diabetic residents in the management of their insulin and diet, recognising the signs of both Hyper and Hypo-Glycaemia;
- recognise, report and respond appropriately to changes in the condition of residents, within the skills and competence of the employee and the policies and procedures of the organisation;
- assist in the development and implementation of resident care plans;
- assist in the development and implementation of programs of activities for residents, under the supervision of a Care Service Employee Grade 3 or above, or a Diversional Therapist. This may include Individual time with residents including talking, reading, playing games etc. and attending, assisting and supervising at social outings.
- Drive a Sedan or Utility.

**Maintenance Stream:** Undertake a wide range of tasks including but not limited to:

- basic repairs to buildings, equipment, appliances, and similar items not calling for trades skills or knowledge.
- Perform gardening duties;
- Attend to indoor plants, conduct recycling and re-potting schedules;
- Provide advice on planning and plant maintenance.
- Carry out physical inspections of property and premises and report;
- Work with and undertake limited coordination of the work of other maintenance workers.
- Where no tradesperson is employed, an employee at this level may be called upon to perform tasks falling within the scope of trades skills, provided the time involved in performing such work, is paid at the rate of Care Service Employee Grade 3.

- (b) **Level Two.** An employee will be entitled to progress to the Level Two rate for all hours and duties performed in the care stream in accordance with the following conditions. The employee must:
- (i) be employed as a CSE 2; and
  - (ii) have completed the SCCBH medication course; and
  - (iii) (A) have a minimum of 1 year experience working in the Care Stream; and possess a Certificate III in Aged Care or a Certificate III in a similar field acceptable to SCCBH; or  
(B) have a minimum of 2 years' experience working in the Care Stream.

An employee at this level may be required to:

- perform duties beyond those required of a CSE 2 level 1, in accordance with Commonwealth and State Legislative requirements, and in accordance with the Resident's Care Plan; and/or
- assist and support residents with and/or administer medications to residents. Medication duties may include but are not limited to the use of dose administration aids and prescribed: topical ointments; eye drops; nasal sprays; ear drops; liquids; inhalations; and patches.

This classification will commence to apply to eligible employees from the first full pay period on or after the commencement of this Agreement.

#### **1.4 Care Service Employee Grade 3 means:**

- (a) an employee who holds either a Certificate Level III in Aged Care Work or other appropriate Qualifications/Experience acceptable to SCCBH, who works under limited and/or indirect supervision and:
- (i) is designated by SCCBH as having the responsibility for leading and/or supervising the work of other employees; or
  - (ii) is required to work individually and has been designated by SCCBH as having overall responsibility for the development, coordination and implementation of programs of activities for residents.
- (b) An employee who holds appropriate Trade Qualifications and is required to act on them.

Employees at this level may be required to plan, direct, and train staff and comply with documentation requirements as determined by SCCBH and assist in the development of budgets. **Indicative tasks** an employee at this level may perform are as follows:

**Care Stream:** Coordinate and direct the work of staff. Schedule work programs on a routine and regular basis. Develop and implement programs of activities for residents. Facilitate group and individual recreational activities for residents to address individual needs. Assist in developing and displaying a monthly 'Activities Program' that reflects the abilities and preferences of residents. Observe, identify and report variations in residents' abilities and/or condition. Participate in case conferences as required. Liaise with service providers to facilitate the achievement of clients' leisure and recreational pursuits. Responsible for the provision of hairdressing services to residents and for ordering the appropriate products in line with resident's individual needs. Develop resident care plans. Drive a Minibus or Larger Vehicle.

**Maintenance Stream:** Carry out maintenance, repairs, gardening and other tasks falling within the scope of trades skills. Undertake the more complicated repairs to equipment and appliances calling for trades skills. Coordinate and direct the work of staff performing gardening duties. Schedule work programs on a routine and regular basis.

#### **1.5 Care Service Employee Grade 4 means:**

- (a) An employee who is appointed to the position; and
- (b) holds a Certificate IV in Aged Care Work or other appropriate qualifications/experience acceptable to SCCBH and is required to act on them; and
- (c) is designated by SCCBH as having the responsibility for leading and/or supervising the work of others in excess of that required for a CSE 3; and
- (d) is required to work individually with minimal and/or indirect supervision.

Employees at Grade 4 may be required to exercise any/all managerial functions in relation to the operation of the care service and comply with documentation requirements as determined by SCCBH. **Indicative tasks** an employee at this level may perform are as follows.

**Care Stream:** Overall responsibility for the provision of personal care to residents. Coordinate and direct the work of employees. Schedule work programs.

**Maintenance Stream:** Coordinate and direct the work of employees performing gardening duties. Schedule gardening work programs and if required, let routine service contracts associated with gardening.

#### **1.6 Care Service Employee Grade 5**

This grade shall only apply to employees having responsibility for supervision of the care service (e.g. Hostel Supervisor). An employee who may be required to have and use any additional qualifications than would be required for a grade 4 employee. Employees at this level may be required to exercise any/all managerial functions in relation to the operation of the care service and comply with documentation requirements as determined by SCCBH

#### **1.7 Other**

**“Maintenance Supervisor (Tradesperson)”** means an employee who has trade qualifications and has overall responsibility for maintenance at the place of employment and may be required to supervise other maintenance staff.

**“Maintenance Supervisor (Otherwise)”** means an employee who is required to perform maintenance duties as required and who may be required to supervise other maintenance staff and has overall responsibility for maintenance at the place of employment.

## **2. CLERICAL & ADMINISTRATIVE EMPLOYEES**

2.1 Grades: All employees shall be graded in one of the following grades and informed accordingly in writing within 14 days of appointment to the position held by the employee and subsequent graded positions.

2.2 An employee shall be graded in the grade where the principal function of his or her employment, as determined by SCCBH, is of a clerical nature and is described in this clause.

### 2.3 Clerical & Administrative Employee Grade 1

- (a) The employee may work under direct supervision with regular checking of progress.
- (b) An employee at this grade applies knowledge and skills to a limited range of tasks. The choice of actions required is clear.
- (c) Usually work will be performed within established routines, methods and procedures that are predictable, and which may require the exercise of limited discretion.
- (d) Indicative tasks an employee at this level may perform are as follows:

**Information Handling:** Receive and distribute incoming mail; receive and dispatch outgoing mail; collate and dispatch documents for bulk mailing; file and retrieve documents

**Communication:** Receive and relay oral and written messages; complete simple forms.

**Enterprise:** Identify key functions and personnel; apply office procedures.

**Technology:** Operate office equipment appropriate to the tasks to be completed; open computer file, retrieve and copy data; close files.

**Organisational:** Plan and organise a personal daily work routine.

**Team:** Complete allocated tasks.

**Business Financial:** Record petty cash transactions; prepare banking documents; prepare business source documents.

### 2.4 Clerical & Administrative Employee Grade 2

- (a) The employee may work under routine supervision with intermittent checking.
- (b) An employee at this grade applies knowledge and skills to a range of tasks. The choice of actions required is usually clear, with limited complexity in the choice.
- (c) Work will be performed within established routines, methods and procedures, which involve the exercise of some discretion and minor decision making.
- (d) Indicative tasks an employee at this level may perform are as follows:

**Information Handling:** Update and modify existing organisational records; remove inactive files; copy data on to standard forms.

**Communication:** Respond to incoming telephone calls; make telephone calls; draft simple correspondence.

**Enterprise:** Provide information from own function area; re-direct inquiries and/or take appropriate follow-up action; greet visitors and attend to their needs.

**Technology:** Operate equipment; identify and/or rectify minor faults in equipment; edit and save information; produce document from written text using standard format; shutdown equipment.

**Organisational:** Organise own work schedule; know roles and functions of other employees.

**Team:** Participate in identifying tasks for team; complete own tasks; assist others to complete tasks.

**Business Financial:** Reconcile invoices for payment to creditors; prepare statements for debtors; enter payment summaries into journals; post journals to ledger.

## 2.5 Clerical & Administrative Employee Grade 3

- (a) The employee may work under limited supervision with checking related to overall progress.
- (b) An employee at this grade may be responsible for the work of others and may be required to co-ordinate such work.
- (c) An employee at this grade applies knowledge with depth in some areas and a broad range of skills. Usually work will be performed within routines, methods and procedures where some discretion and judgement is required.
- (d) Indicative tasks an employee at this level may perform are as follows:

**Information Handling:** Prepare new files; identify and process inactive files; record documentation movements.

**Communication:** Respond to telephone, oral and written requests for information; draft routine correspondence; handle sensitive inquiries with tact and discretion.

**Enterprise:** Clarify specific needs of client/other employees; provide information and advice; follow-up on client/employee needs; clarify the nature of a verbal message; identify options for resolution and act accordingly.

**Technology:** Maintain equipment; train others in the use of office equipment; select appropriate media; establish document structure; produce documents.

**Organisational:** Co-ordinate own work routine with others; make and record appointments on behalf of others; make travel and accommodation bookings in line with given itinerary.

**Team:** Clarify tasks to achieve group goals; negotiate allocation of tasks; monitor own completion of allocated tasks.

**Business Financial:** Reconcile accounts to balance; prepare bank reconciliations; document and lodge takings at bank; receive and document payment/takings; dispatch statements to debtors; follow up and record outstanding accounts; dispatch payments to creditors; maintain stock control records.

## 2.6 Clerical & Administrative Employee Grade 4

- (a) The employee may be required to work without supervision, with general guidance on progress and outcomes sought. Responsibility for the organisation of the work of others may be involved.
- (b) An employee at this grade applies knowledge with depth in some areas and a broad range of skills. There is a wide range of tasks, and the range and choice of actions required will usually be complex.
- (c) An employee at this grade applies competencies usually applied within routines, methods and procedures where discretion and judgement is required, for both self and others.
- (d) Indicative tasks an employee at this level may perform are as follows:

**Information Handling:** Categorise files; ensure efficient distribution of files and records; maintain security of filing system; train others in the operation of the filing system; compile report; identify information source(s) inside and outside the organisation.

**Communication:** Receive and process a request for information; identify information source(s); compose report/correspondence.

**Enterprise:** Provide information on current service provision and resource allocation within area of responsibility; identify trends in client requirements.

**Technology:** Maintain storage media; devise and maintain filing system; set printer for document requirements when various setups are available; design document format; assist and train network users; shutdown network equipment.

**Organisational:** Manage diary on behalf of others; assist with appointment preparation and follow up for others; organise business itinerary; make meeting arrangements; record minutes of meeting; identify credit facilities; prepare content of documentation for meetings.

**Team:** Plan work for the team; allocate tasks to members of the team; provide training for team members.

**Business Financial:** Prepare financial reports; draft financial forecasts/budgets; undertake and document costing procedures.

## 2.7 Clerical & Administrative Employee Grade 5

- (a) The employee may be supervised by professional staff and may be responsible for the planning and management of the work of others.
- (b) An employee at this grade applies knowledge with substantial depth in some areas, and a range of skills, which may be varied or highly specific. The employee may receive assistance with specific problems.
- (c) An employee at this grade applies knowledge and skills independently and non-routinely. Judgement and initiative are required.
- (d) Indicative tasks an employee at this level may perform are as follows:

**Information Handling:** Implement new/improved system; update incoming publications; circulate publications; identify information source(s) inside and outside the organisation.

**Communication:** Obtain data from external sources; produce reports; identify need for documents and/or research.

**Enterprise:** Assist with the development of options for future strategies; assist with planning to match future requirements with resource allocation.

**Technology:** Establish and maintain a small network; identify document requirements; determine presentation and format of document and produce it.

**Organisational:** Organise meetings; plan and organise conference.

**Team:** Draft job vacancy advertisement; assist in the selection of staff; plan and allocate work for the team; monitor team performance; organise training for team.

**Business Financial:** Administer PAYE salary records; process payment of wages and salaries; prepare payroll data.

- (e) Any employee paid on a classification/grade carrying a higher wage rate as at 10 November, 1998 shall have the difference between the higher rate and the new agreed grade/rate preserved whilst remaining to undertake the duties associated with the classification held prior to the date referred to above.

Clerks who are paid at a grade above that of Grade 5 as at 10 November, 1998 shall have the difference between that grade, inclusive of the 1998 State Wage Case Increase, and the new agreed grade preserved whilst employed in a clerical position with SCCBH.

## II. NURSES' EMPLOYMENT CLASSIFICATIONS

The following employment classifications and definitions apply to this Agreement:

**Assistant in Nursing** means a person, other than a registered nurse, trainee or enrolled nurse or Care Service Employee who is employed in nursing duties in a residential aged care facility. An Assistant in Nursing may also be required to assist and support residents with medications within a delegated or assigned range of duties, subject to legislative requirements.

**Assistant in Nursing - Team Leader** means an employee who holds either a Certificate Level III in Aged Care Work or other appropriate Qualifications/Experience acceptable to SCCBH who is designated by SCCBH as having the responsibility for leading and/or supervising the work of other Assistants in Nursing.

**Assistant Director of Nursing** means:

- (a) A person appointed as such in any sized facility and includes a person appointed as the nurse in charge during the evening or night in a facility where the adjusted daily average of occupied beds is not less than 150.
- (b) A person appointed as such to a position approved by SCCBH including persons appointed to be in charge of a ward or group of wards.

**Clinical Nurse Consultant** means a registered nurse appointed as such to the position, who has had at least five years' post registration experience and who has in addition approved post registration nursing qualifications relevant to the field in which they are appointed or such other qualifications or experience deemed appropriate by SCCBH.

**Clinical Nurse Educator** means a registered nurse with relevant post registration certificate qualifications or experience deemed appropriate by SCCBH, who is required to implement and evaluate educational programmes at the residential aged care facility. The Clinical Nurse Educator shall cater for the delivery of clinical nurse education at the residential aged care facility. The Clinical Nurse Educator may also be responsible for new employee orientation at the residential aged care facility. A nurse will achieve Clinical Nurse Educator status on a personal basis by being required by the residential aged care facility to provide the educational programmes detailed above. Nothing in this clause shall affect the role carried out by the Clinical Nurse Specialist as a specialist resource and the Clinical Nurse Consultant in the primary role of clinical consulting, researching etc.

**Clinical Nurse Specialist** means:

- (a) In residential aged care facilities where there are 250 or more beds:

A registered nurse with specific post registration qualifications and twelve months experience working in the clinical area of her or his specified post registration qualification; or a registered nurse with four years post registration experience in a specific clinical area and working in the clinical area of her or his specified post registration experience.

- (b) In residential aged care facilities where there are less than 250 beds:

A registered nurse with specific post registration qualifications and twelve months experience working in the clinical areas of her or his specified post registration qualification.

**Deputy Director of Nursing** means a registered nurse appointed to assist the Director of Nursing in the management of a Nursing Home and take a shared responsibility for the clinical care of residents when SCCBH deems that assistance is required.

**Director of Nursing** means a registered nurse who is appointed in accordance with the requirements of the Public Health Act 2010 as being responsible for the overall care of the residents of the nursing home. The Director of Nursing must hold minimum necessary qualifications as required by the Public Health (General) Regulation 2002.

**Enrolled Nurse (with Notation)** means an Enrolled Nurse registered by the Board as an Enrolled Nurse with the notation "*does not hold a Board Approved qualification in medicines administration*". An Enrolled Nurse with notation performs the duties and has the skills of an Enrolled Nurse however is not authorised to administer medication.

**Enrolled Nurse (EN)** means a nurse enrolled with the Board and is authorised to administer medications. An Enrolled Nurse may be required to lead and/or supervise the work of others.

**Nurse** includes Registered Nurses, Enrolled Nurses and Assistants in Nursing.

**Nurse Educator** means a registered nurse with a post registration certificate, who has relevant experience or other qualifications deemed appropriate by SCCBH, and who is appointed to a position of Nurse Educator. A Nurse Educator shall be responsible for the development, implementation and delivery of nursing education programmes within a residential aged care facility or group of residential aged care facilities. Nurse education programmes shall mean courses conducted such as post registration certificates, continuing nurse education, orientation programmes including new graduate programmes, post enrolment courses for enrolled nurses and where applicable general staff development courses.

- (a) A person appointed to a position of Nurse Educator who holds relevant tertiary qualifications in education or tertiary post graduate specialist clinical nursing qualifications shall commence on the 3rd year rate of the salary scale.
- (b) A person appointed as the sole nurse educator for a group of residential aged care facilities shall be paid at the 3rd year rate of the salary scale.

Incremental progression for Nurse Educators shall be on completion of 12 months satisfactory full-time equivalent service, provided that progression shall not be beyond the 3rd year rate unless the person possesses the qualifications detailed in paragraphs (a) and (b). Persons appointed to the 3rd year rate by virtue of those paragraphs shall progress to the 4th year rate after completion of 12 months satisfactory full time service.

**Nurse Practitioner** means a registered nurse appointed as such and who is authorised by the Board, pursuant to Section 19A of the Nurses Act 1991, to practice as a Nurse Practitioner.

**Registered Nurse (RN)** means a person registered by the Board as such.

**Senior Nurse Educator** means a registered nurse with a post registration certificate or appropriate qualifications, who has, or is working towards, recognised tertiary qualifications in education or equivalent and has demonstrated experience and skills in the field of education, and who is appointed to a position of Senior Nurse Educator. A Senior Nurse Educator shall be responsible for one or more Nurse Educators in the planning, co-ordination, delivery and evaluation of educational programmes such as post registration certificate courses, continuing nurse education, orientation programmes including new

graduate programmes, post enrolment courses for enrolled nurses and where applicable general staff development courses either in a residential aged care facility or in a group of residential aged care facilities. Incremental progression shall be on completion of 12 months' satisfactory service.

**Student Enrolled Nurse** means a person who is being trained to become an enrolled nurse.

### **III. HEALTH PROFESSIONAL EMPLOYEE CLASSIFICATIONS**

#### **Diversional Therapists**

"Diversional Therapist" shall mean a person who provides, facilitates and co-ordinates group and individual leisure and recreational activities. This person must be a graduate from an approved university course which includes: an Associate Diploma and Diploma of Applied Science (Diversional Therapy); Bachelor of Applied Sciences (Leisure and Health); Bachelor of Applied Science (Diversional Therapy); Diploma or Bachelor of Health Sciences (Leisure and Health); an Associate Diploma course in Diversional Therapy; or who has such other qualifications deemed to be equivalent (such as a Four-year degree, Masters Degree or PhD).

The classification structure for diversional therapists will be in accordance with the classification structure for Health Professional Employees generally found under "Other Health Professionals" below. However, the rates of pay will be in accordance with the separate pay rates scale for diversional therapists found in [Table 3](#) of Schedule B to this Agreement.

#### **Other Health Professionals**

The following employment classifications and definitions apply to this Agreement, do not apply to Nurses' Employment Classifications and include but are not limited to: Physiotherapists, Dieticians and speech pathologists and diversional therapists. The rates of pay for therapists other than diversional therapists will be as per [Table 4](#) of Schedule B to this Agreement.

A list of common health professionals which are covered by the definitions is contained in Schedule C - List of Common Health Professionals in the Health Professionals and Support Services Award 2010.

#### **Health Professional - level 1**

Positions at level 1 are regarded as entry level health professionals and for initial years of experience.

This level is the entry level for new graduates who meet the requirement to practise as a health professional (where appropriate in accordance with their professional association's rules and be eligible for membership of their professional association) or such qualification as deemed acceptable by SCCBH. It is also the level for the early stages of the career of a health professional.

#### **Health Professional - level 2**

A health professional at this level works independently and is required to exercise independent judgment on routine matters. They may require professional supervision from more senior members of the profession or health team when performing novel, complex, or critical tasks. They have demonstrated a commitment to continuing professional development and may have contributed to workplace education through provision of seminars, lectures or in-services. At this level the health professional may be actively involved in quality improvement activities or research.

At this level the health professional contributes to the evaluation and analysis of guidelines, policies and procedures applicable to their clinical/professional work and may be required to contribute to the supervision of discipline specific students.

### **Health Professional - level 3**

A health professional at this level would be experienced and be able to independently apply professional knowledge and judgment when performing novel, complex, or critical tasks specific to their discipline. At this level health professionals will have additional responsibilities.

An employee at this level:

- works in an area that requires high levels of specialist knowledge and skill as recognised by SCCBH;
- is actively contributing to the development of professional knowledge and skills in their field of work as demonstrated by positive impacts on service delivery, positive referral patterns to area of expertise and quantifiable/measurable improvements in health outcomes;
- may be a sole discipline specific health professional in a metropolitan, regional or rural setting who practices in professional isolation from health professionals from the same discipline;
- is performing across a number of recognised specialties within a discipline;
- may be accountable for allocation and/or expenditure of resources and ensuring targets are met and is responsible for ensuring optimal budget outcomes for their customers and communities;
- may be responsible for providing regular feedback and appraisals for senior staff to improve health outcomes for customers and for maintaining a performance management system; and
- is responsible for providing support for the efficient, cost effective and timely delivery of services.

**SCHEDULE B - PAY, OTHER RATES AND ALLOWANCES**

**Table 1 - Rates of Pay**

<b>Classification</b>	<b>First Pay Period on or after 1/07/2014</b>	<b>First Pay Period on or after 1/07/2015</b>	<b>First Pay Period on or after 1/07/2016</b>
<b>Assistant in Nursing (AIN)</b>			
1st year	\$19.11	\$19.66	\$20.25
2nd year	\$19.91	\$20.49	\$21.10
3rd year	\$20.36	\$20.95	\$21.58
Thereafter	\$20.70	\$21.30	\$21.94
<b>AIN: holder of a relevant Cert III qualification</b>	\$20.97	\$21.58	\$22.23
<b>AIN Team Leader</b>	\$21.82	\$22.45	\$23.12
<b>Enrolled Nurse (EN)</b>			
<b>Student EN</b>			
1st year	\$18.69	\$19.23	\$19.81
2nd year	\$19.32	\$19.88	\$20.48
3rd year	\$19.92	\$20.50	\$21.12
Thereafter	\$20.55	\$21.15	\$21.78
<b>EN (with notation)</b>	\$25.01	\$25.74	\$26.51
<b>EN</b>			
1st year	\$25.01	\$25.74	\$26.51
2nd year	\$25.67	\$26.41	\$27.20
3rd year	\$26.27	\$27.03	\$27.84
Thereafter	\$26.89	\$27.67	\$28.50
<b>Registered Nurse</b>			
1st year	\$28.87	\$29.71	\$30.60
2nd year	\$30.63	\$31.52	\$32.47
3rd year	\$32.49	\$33.43	\$34.43
4th year	\$34.48	\$35.48	\$36.54
5th year & Thereafter	\$36.58	\$37.64	\$38.77
<b>Nursing Unit Manager (personal to current occupants as at 1/03/99)</b>			
<b>Level I</b>			
1st year	\$40.55	\$41.73	\$42.98
2nd year	\$41.69	\$42.90	\$44.19
<b>Level II</b>	\$42.73	\$43.97	\$45.29
<b>Level III</b>	\$43.86	\$45.13	\$46.48

<b>Classification</b>	<b>First Pay Period on or after 1/07/2014</b>	<b>First Pay Period on or after 1/07/2015</b>	<b>First Pay Period on or after 1/07/2016</b>
<b>Nurse undergoing pre-registration assessment</b>	\$22.47	\$23.12	\$23.81
<b>Clinical Nurse Specialist</b>	\$38.08	\$39.18	\$40.36
<b>Clinical Nurse Consultant</b>	\$44.96	\$46.26	\$47.65
<b>Clinical Nurse Educator</b>	\$38.08	\$39.18	\$40.36
<b>Nurse Educator</b>			
1st year	\$40.55	\$41.73	\$42.98
2nd year	\$41.69	\$42.90	\$44.19
3rd year	\$42.73	\$43.97	\$45.29
4th year	\$44.96	\$46.26	\$47.65
<b>Senior Nurse Educator</b>			
1st year	\$46.04	\$47.38	\$48.80
2nd year	\$46.99	\$48.35	\$49.80
3rd year	\$48.56	\$49.97	\$51.47
<b>Nurse Practitioner</b>			
1st year	\$50.08	\$51.53	\$53.08
2nd year	\$51.20	\$52.68	\$54.26
3rd year	\$52.68	\$54.21	\$55.84
Thereafter	\$54.12	\$55.69	\$57.36
<b>Assistant Director of Nursing</b>			
<150 beds	\$41.69	\$42.90	\$44.19
151-250 beds	\$44.96	\$46.26	\$47.65
>251 beds	\$46.04	\$47.38	\$48.80
<b>Deputy Director of Nursing</b>			
<20 beds	\$42.55	\$43.78	\$45.09
21-75 beds	\$43.65	\$44.92	\$46.27
76-100 beds	\$44.65	\$45.94	\$47.32
101-150 beds	\$45.61	\$46.93	\$48.34
151-200 beds	\$46.99	\$48.35	\$49.80
201-250 beds	\$48.56	\$49.97	\$51.47
251-350 beds	\$50.38	\$51.84	\$53.40
351-450 beds	\$52.17	\$53.68	\$55.29
451-750 beds	\$54.12	\$55.69	\$57.36
>751 beds	\$56.20	\$57.83	\$59.56

<b>Classification</b>	<b>First Pay Period on or after 1/07/2014</b>	<b>First Pay Period on or after 1/07/2015</b>	<b>First Pay Period on or after 1/07/2016</b>
<b>Director of Nursing</b>			
<25 beds	\$47.58	\$48.96	\$50.43
26-50 beds	\$50.38	\$51.84	\$53.40
51-75 beds	\$51.46	\$52.95	\$54.54
76-100 beds	\$52.53	\$54.05	\$55.67
101-150 beds	\$54.04	\$55.61	\$57.28
151-200 beds	\$55.85	\$57.47	\$59.19
201-250 beds	\$57.65	\$59.32	\$61.10
251-350 beds	\$59.83	\$61.57	\$63.42
351-450 beds	\$63.43	\$65.27	\$67.23
451-750 beds	\$67.10	\$69.05	\$71.12
>751 beds	\$71.34	\$73.41	\$75.61

**Table 2 - Rates of Pay**

<b>Classification</b>	<b>First Pay Period on or after 1/07/2014</b>	<b>First Pay Period on or after 1/07/2015</b>	<b>First Pay Period on or after 1/07/2016</b>
<b>Care Service Employees:</b>			
<b>New Entrant</b>	\$18.43	\$18.96	\$19.53
<b>Grade 1</b>	\$19.31	\$19.87	\$20.47
<b>Grade 2</b>			
Level 1	\$20.54	\$21.14	\$21.77
Level 2 (This new classification will commence to apply to eligible employees from the first full pay period on or after the commencement of this Agreement.)	N/A	\$21.45	\$22.23
<b>Grade 3</b>	\$21.82	\$22.45	\$23.12
<b>Grade 4</b>			
Level 1	\$22.98	\$23.65	\$24.36
Level 2			
1st year	\$25.68	\$26.42	\$27.21
2nd year	\$26.27	\$27.03	\$27.84
3rd year	\$26.89	\$27.67	\$28.50
<b>Grade 5*</b>			
From	\$26.71	\$27.48	\$28.30
To	\$39.77	\$40.92	\$42.15
<b>Maintenance Supervisors:</b>			
- Otherwise	\$22.82	\$23.48	\$24.18
- Otherwise - in charge of staff	\$23.32	\$24.00	\$24.72
- Tradesperson	\$24.78	\$25.50	\$26.27
<b>Catering Officers:</b>			
<b>Trainee Catering Officers</b>			
1st year	\$20.12	\$20.70	\$21.32
2nd year	\$20.49	\$21.08	\$21.71
3rd year	\$20.91	\$21.52	\$22.17
<b>Assistant Catering Officers</b>			
80-120 beds	\$21.80	\$22.43	\$23.10
121-300 beds	\$22.55	\$23.20	\$23.90
301-500 beds	\$24.24	\$24.94	\$25.69
501-1000 beds	\$24.91	\$25.63	\$26.40
<b>Catering Officer</b>			
80-120 beds	\$23.58	\$24.26	\$24.99
121-200 beds	\$24.24	\$24.94	\$25.69
201-300 beds	\$24.91	\$25.63	\$26.40
301-500 beds	\$26.17	\$26.93	\$27.74
501-1000 beds	\$28.30	\$29.12	\$29.99

<b>Classification</b>	<b>First Pay Period on or after 1/07/2014</b>	<b>First Pay Period on or after 1/07/2015</b>	<b>First Pay Period on or after 1/07/2016</b>
<b>Apprentices:</b>			
<b>Apprentice Cook (% of CSE 3)</b>			
1st year (55%)	\$12.00	\$12.35	\$12.72
2nd year (65%)	\$14.18	\$14.59	\$15.03
3rd year (80%)	\$17.46	\$17.96	\$18.50
4th year (95%)	\$20.73	\$21.33	\$21.96
<b>Apprentice Gardener (% of CSE 3)</b>			
1st year (55%)	\$12.00	\$12.35	\$12.72
2nd year (65%)	\$14.18	\$14.59	\$15.03
3rd year (75%)	\$16.37	\$16.84	\$17.34
4th year (95%)	\$20.73	\$21.33	\$21.96
<b>Adult Apprentice (Apprenticeship commencing after 1/01/14)</b>			
1st year	\$17.46	\$17.96	\$18.50
2nd year	\$18.43	\$18.96	\$19.53
3rd year	\$18.43	\$18.96	\$19.53
4th year	\$20.73	\$21.33	\$21.96
<b>Home Care Employees:</b>			
<b>New Entrant</b>	\$18.46	\$19.00	\$19.57
<b>Grade 1</b>	\$19.76	\$20.33	\$20.94
<b>Grade 2</b>	\$20.38	\$20.97	\$21.60
<b>Grade 3</b>	\$21.85	\$22.48	\$23.15
<b>Home Care Coordinator</b>			
<b>Grade 1</b>	\$22.98	\$23.65	\$24.36
<b>Grade 2</b>	\$25.68	\$26.42	\$27.21
<b>Live-in Home Carer (Daily Rates)</b>			
<b>Grade 1</b>	\$229.60	\$236.26	\$243.35
<b>Grade 2</b>	\$245.00	\$252.11	\$259.67
<b>Grade 3</b>	\$256.00	\$263.42	\$271.32

<b>Classification</b>	<b>First Pay Period on or after 1/07/2014</b>	<b>First Pay Period on or after 1/07/2015</b>	<b>First Pay Period on or after 1/07/2016</b>
<b>Clerical &amp; Administrative Employees:</b>			
<b>Juniors &lt; 21</b>			
<b>Grade 1</b>	\$19.50	\$20.07	\$20.67
<b>Grade 2</b>	\$19.80	\$20.37	\$20.98
<b>Grade 3</b>	\$20.20	\$20.79	\$21.41
<b>Grade 4</b>	\$20.60	\$21.20	\$21.84
<b>Grade 5</b>	\$22.00	\$22.64	\$23.32
<b>Adults</b>			
<b>Grade 1</b>	\$20.88	\$21.49	\$22.13
<b>Grade 2</b>	\$22.16	\$22.80	\$23.48
<b>Grade 3</b>	\$23.48	\$24.16	\$24.88
<b>Grade 4</b>	\$24.57	\$25.28	\$26.04
<b>Grade 5</b>	\$25.71	\$26.46	\$27.25

\* Salary Band at CSE Grade 5 - SCCBH and an employee may negotiate a rate within the salary band as shown. For the purposes of this Agreement, the rate so negotiated shall be deemed to be the employee's Agreement rate of pay. Salaries in excess of the salary band may also be negotiated between the parties.

**Table 3 - Rates of Pay**

<b>Classification Health Professionals</b>	<b>First Pay Period on or after 1/07/2014</b>	<b>First Pay Period on or after 1/07/2015</b>	<b>First Pay Period on or after 1/07/2016</b>
<b>Diversional Therapists</b>			
<b>Level 1 - (UG2) Diploma / Assoc. Diploma</b>			
First Year	\$21.00	\$21.61	\$22.26
Second Year	\$21.82	\$22.45	\$23.12
Third year	\$22.79	\$23.45	\$24.15
Fourth Year	\$23.57	\$24.25	\$24.98
Fifth Year	\$25.68	\$26.42	\$27.21
Sixth Year & Thereafter	\$26.59	\$27.36	\$28.18
<b>Level 1 – Bachelors Degree</b>			
First Year	\$21.82	\$22.45	\$23.12
Second Year	\$22.79	\$23.45	\$24.15
Third year	\$23.57	\$24.25	\$24.98
Fourth Year	\$25.68	\$26.42	\$27.21
Fifth Year & Thereafter	\$26.59	\$27.36	\$28.18
<b>Level 1 - Four Year Degree</b>			
First Year	\$22.79	\$23.45	\$24.15
Second Year	\$23.57	\$24.25	\$24.98
Third Year	\$25.68	\$26.42	\$27.21
Fourth Year & Thereafter	\$26.59	\$27.36	\$28.18
<b>Level 1 - Masters Degree</b>			
First Year	\$23.57	\$24.25	\$24.98
Second Year	\$25.68	\$26.42	\$27.21
Third Year & Thereafter	\$26.59	\$27.36	\$28.18
<b>Level 1 - PhD Entry</b>			
First Year	\$25.68	\$26.42	\$27.21
Second Year & Thereafter	\$26.59	\$27.36	\$28.18
<b>Diversional Therapists – Level 2</b>			
First Year	\$26.74	\$27.52	\$28.35
Second Year	\$27.70	\$28.50	\$29.36
Third Year	\$28.76	\$29.59	\$30.48
Fourth Year & Thereafter	\$29.91	\$30.78	\$31.70
<b>Diversional Therapists – Level 3</b>			
First Year	\$31.21	\$32.12	\$33.08
Second Year	\$32.08	\$33.01	\$34.00
Third Year	\$32.77	\$33.72	\$34.73
Fourth Year	\$34.23	\$35.22	\$36.28
Fifth Year & Thereafter	\$35.50	\$36.53	\$37.63

**Table 4 - Rates of Pay**

<b>Classification Health Professionals</b>	<b>First Pay Period on or after 1/07/2014</b>	<b>First Pay Period on or after 1/07/2015</b>	<b>First Pay Period on or after 1/07/2016</b>
<b>Other Health Professionals</b>			
<b>Level 1 - (UG2) Diploma / Assoc. Diploma</b>			
First Year	\$23.44	\$24.12	\$24.84
Second Year	\$24.83	\$25.55	\$26.32
Third year	\$25.90	\$26.65	\$27.45
Fourth Year	\$26.84	\$27.62	\$28.45
Fifth Year	\$27.74	\$28.54	\$29.40
Sixth Year & Thereafter	\$28.44	\$29.26	\$30.14
<b>Level 1 – 3 Year Degree</b>			
First Year			
Second Year	\$24.83	\$25.55	\$26.32
Third year	\$25.90	\$26.65	\$27.45
Fourth Year	\$26.84	\$27.62	\$28.45
Fifth Year & Thereafter	\$27.74	\$28.54	\$29.40
	\$28.44	\$29.26	\$30.14
<b>Level 1 - 4 Year Degree</b>			
First Year	\$25.90	\$26.65	\$27.45
Second Year	\$26.84	\$27.62	\$28.45
Third Year	\$27.74	\$28.54	\$29.40
Fourth Year	\$28.44	\$29.26	\$30.14
<b>Level 1 - Masters Degree</b>			
First Year	\$26.84	\$27.62	\$28.45
Second Year	\$27.74	\$28.54	\$29.40
Third Year	\$28.44	\$29.26	\$30.14
<b>Level 1 - PhD</b>			
First Year	\$27.74	\$28.54	\$29.40
Second Year	\$28.44	\$29.26	\$30.14
<b>Level 2</b>			
First Year	\$28.44	\$29.26	\$30.14
Second Year	\$28.84	\$29.68	\$30.57
Third Year	\$29.63	\$30.49	\$31.40
Fourth Year	\$30.29	\$31.17	\$32.11
<b>Level 3</b>			
First Year	\$31.21	\$32.12	\$33.08
Second Year	\$32.09	\$33.02	\$34.01
Third Year	\$32.78	\$33.73	\$34.74
Fourth Year	\$34.23	\$35.22	\$36.28
Fifth Year & Thereafter	\$35.76	\$36.80	\$37.90

**Table 5 - Other Rates and Allowances**

No.	Brief Description	Clause No	FPP on or after 1/07/14	FPP on or after 1/07/15	FPP on or after 1/07/16	
1	Broken Shift	<a href="#">15.5(d)</a>	0.5	0.5	0.5	hour of ordinary pay per shift
2	In charge of residential aged care facility less than 100 beds	<a href="#">21.1(a)</a>	\$22.18	\$22.82	\$23.50	per shift
3	In charge of residential aged care facility, 100 beds or more	<a href="#">21.1(a)</a>	\$35.73	\$36.77	\$37.87	per shift
4	In charge of section	<a href="#">21.1(b)</a>	\$22.18	\$22.82	\$23.50	per shift
5	Vehicle Allowance – official business	<a href="#">21.2(b)</a>	\$0.78	Changes with Aged Care Award rate		per km
6	Vehicle Allowance	<a href="#">18.4(b)</a>	\$0.35	\$0.36	\$0.37	per km
		<a href="#">21.4(c)</a>				
		<a href="#">39.4(e)</a>				
7	Uniform	<a href="#">21.3(c)</a>	\$6.60	\$6.80	\$7.00	per week
8	Shoes	<a href="#">21.3(d)</a>	\$2.05	\$2.10	\$2.17	per week
9	Cardigan or Jacket	<a href="#">21.3(e)</a>	\$1.96	\$2.02	\$2.08	per week
10	Stockings	<a href="#">21.3(f)</a>	\$3.27	\$3.37	\$3.47	per week
11	Socks	<a href="#">21.3(g)</a>	\$0.65	\$0.67	\$0.69	per week
12	Laundry	<a href="#">21.3(h)</a>	\$5.33	\$5.33	\$5.33	per week
13	On call	<a href="#">21.4(a)</a>	\$19.76	\$20.35	\$20.96	per day
14	On call - meal break	<a href="#">21.4(b)</a>	\$10.69	\$11.01	\$11.34	per period
15	Continuing education allowance: RN	<a href="#">21.6(g)</a>	\$18.08	\$18.08	\$18.08	per week
16	Continuing education allowance: RN	<a href="#">21.6(h)</a>	\$30.12	\$30.12	\$30.12	per week
17	Continuing education allowance: RN	<a href="#">21.6(i)</a>	\$36.13	\$36.13	\$36.13	per week
18	Continuing education allowance: EN	<a href="#">21.6(j)</a>	\$12.04	\$12.04	\$12.04	per week
19	Overtime - Breakfast	<a href="#">21.8(a)(i)</a>	\$12.52	\$12.52	\$12.52	per meal
20	Overtime - Lunch	<a href="#">21.8(a)(ii)</a>	\$16.20	\$16.20	\$16.20	per meal
21	Overtime - Evening Meal	<a href="#">21.8(a)(iii)</a>	\$23.64	\$23.64	\$23.64	per meal
22	Climatic & Isolation	<a href="#">21.5(b)</a>	\$10.15	\$10.15	\$10.15	per week
23	Flexibility Allowance	<a href="#">21.9</a>	\$5.40 per shift in excess of 5 hours			
24	Medication Allowance	<a href="#">21.10</a>	N/A	\$0.41	\$0.42	Per hour

**Note 1:** Item 25 - **Medication Allowance** will commence to apply to eligible employees from the first full pay period on or after the commencement of this Agreement.

## SCHEDULE C - SUPPORTED WAGE SYSTEM

**C.1** This schedule defines the conditions which will apply to employees who because of the effects of a disability are eligible for a supported wage under the terms of this Agreement.

**C.2** In this schedule:

**approved assessor** means a person accredited by the management unit established by the Commonwealth under the supported wage system to perform assessments of an individual's productive capacity within the supported wage system

**assessment instrument** means the tool provided for under the supported wage system that records the assessment of the productive capacity of the person to be employed under the supported wage system

**disability support pension** means the Commonwealth pension scheme to provide income security for persons with a disability as provided under the Social Security Act 1991, as amended from time to time, or any successor to that scheme

**relevant minimum wage** means the minimum wage prescribed in this Agreement for the class of work for which an employee is engaged

**supported wage system** means the Commonwealth Government system to promote employment for people who cannot work at full Agreement wages because of a disability, as documented in the Supported Wage System Handbook. The Handbook is available from the following website: [www.jobaccess.gov.au](http://www.jobaccess.gov.au)

**SWS wage assessment agreement** means the document in the form required by the Department of Education, Employment and Workplace Relations that records the employee's productive capacity and agreed wage rate

### **C.3 Eligibility criteria**

**C.3.1** Employees covered by this schedule will be those who are unable to perform the range of duties to the competence level required within the class of work for which the employee is engaged under this Agreement, because of the effects of a disability on their productive capacity and who meet the impairment criteria for receipt of a disability support pension.

**C.3.2** This schedule does not apply to any existing employee who has a claim against SCCBH which is subject to the provisions of workers compensation legislation or any provision of this Agreement relating to the rehabilitation of employees who are injured in the course of their employment.

### **C.4 Supported wage rates**

**C.4.1** Employees to whom this schedule applies will be paid the applicable percentage of the relevant minimum wage according to the following schedule:

<b>Assessed capacity (clause C5)</b>	<b>Relevant minimum wage</b>
%	%
%	%
10	10
20	20
30	30

<b>Assessed capacity (clause C5)</b>	<b>Relevant minimum wage</b>
%	%
40	40
50	50
60	60
70	70
80	80
90	90

C.4.2 Provided that the minimum amount payable must be not less than \$75 per week.

C.4.3 Where an employee's assessed capacity is 10%, they must receive a high degree of assistance and support.

### **C.5 Assessment of capacity**

C.5.1 For the purpose of establishing the percentage of the relevant minimum wage, the productive capacity of the employee will be assessed in accordance with the Supported Wage System by an approved assessor, having consulted SCCBH and the employee and, if the employee so desires, a union which the employee is eligible to join.

C.5.2 All assessments made under this schedule must be documented in an SWS wage assessment agreement, and retained by SCCBH as a time and wages record in accordance with the Act.

### **C.6 Lodgement of SWS wage assessment agreement**

C.6.1 All SWS wage assessment agreements under the conditions of this schedule, including the appropriate percentage of the relevant minimum wage to be paid to the employee, must be lodged by SCCBH with the FWC.

C.6.2 All SWS wage assessment agreements (SWSA) must be agreed and signed by the employee and SCCBH. Where a union, party to this agreement, is not a party to the SWSA, the assessment will be referred by Fair Work Australia to the union by certified mail and the SWSA will take effect unless an objection is notified to Fair Work Australia within 10 working days.

### **C.7 Review of assessment**

The assessment of the applicable percentage should be subject to annual or more frequent review on the basis of a reasonable request for such a review. The process of review must be in accordance with the procedures for assessing capacity under the supported wage system.

### **C.8 Other terms and conditions of employment**

Where an assessment has been made, the applicable percentage will apply to the relevant minimum wage only. Employees covered by the provisions of this schedule will be entitled to the same terms and conditions of employment as other workers covered by this Agreement on a pro rata basis.

### **C.9 Workplace adjustment**

Should SCCBH wish to employ a person under the provisions of this schedule SCCBH must take reasonable steps to make changes in the workplace to enhance the employee's capacity to do the job. Changes may involve re-design of job duties, working time arrangements and work organisation in consultation with other workers in the area.

#### **C.10 Trial period**

- C.10.1 In order for an adequate assessment of the employee's capacity to be made, SCCBH may employ a person under the provisions of this schedule for a trial period not exceeding 12 weeks, except that in some cases additional work adjustment time (not exceeding four weeks) may be needed.
- C.10.2 During that trial period the assessment of capacity will be undertaken and the percentage of the relevant minimum wage for a continuing employment relationship will be determined.
- C.10.3 The minimum amount payable to the employee during the trial period must be no less than \$75 per week.
- C.10.4 Work trials should include induction or training as appropriate to the job being trialled.
- C.10.5 Where SCCBH and the employee wish to establish a continuing employment relationship following the completion of the trial period, a further contract of employment will be entered into based on the outcome of assessment under clause C.5.

## SCHEDULE D - NATIONAL TRAINING WAGE NON-NURSING STAFF

### D.1 Title

This National Training Wage Schedule applies only to trainees who, but for the operation of this agreement, would be covered by the Aged Care Award 2010

### D.2 Definitions

In this schedule:

**adult trainee** is a trainee who would qualify for the highest minimum wage in Wage Level A, B or C if covered by that wage level

**approved training** means the training specified in the training contract

**Australian Qualifications Framework (AQF)** is a national framework for qualifications in post-compulsory education and training

**out of school** refers only to periods out of school beyond Year 10 as at the first of January in each year and is deemed to:

- (a) include any period of schooling beyond Year 10 which was not part of or did not contribute to a completed year of schooling;
- (b) include any period during which a trainee repeats in whole or part a year of schooling beyond Year 10; and
- (c) not include any period during a calendar year in which a year of schooling is completed

**relevant State or Territory training authority** means the bodies in the relevant State or Territory which exercise approval powers in relation to traineeships and register training contracts under the relevant State or Territory vocational education and training legislation

**relevant State or Territory vocational education and training legislation** means the following or any successor legislation:

Australian Capital Territory: *Training and Tertiary Education Act 2003*;

New South Wales: *Apprenticeship and Traineeship Act 2001*;

Northern Territory: *Northern Territory Employment and Training Act 1991*;

Queensland: *Vocational Education, Training and Employment Act 2000*;

South Australia: *Training and Skills Development Act 2008*;

Tasmania: *Vocational Education and Training Act 1994*;

Victoria: *Education and Training Reform Act 2006*; or

Western Australia: *Vocational Education and Training Act 1996*

**trainee** is an employee undertaking a traineeship under a training contract

**traineeship** means a system of training which has been approved by the relevant State or Territory training authority, which meets the requirements of a training package developed by the relevant Industry Skills Council and endorsed by the National Quality Council, and which leads to an AQF certificate level qualification

**training contract** means an agreement for a traineeship made between SCCBH and an employee which is registered with the relevant State or Territory training authority

**training package** means the competency standards and associated assessment guidelines for an AQF certificate level qualification which have been endorsed for an industry or enterprise by the National Quality Council and placed on the National Training Information Service with the approval of the Commonwealth, State and Territory Ministers responsible for vocational education and training, and includes any relevant replacement training package

**year 10** includes any year before Year 10

### **D.3 Coverage**

- D.3.1 Subject to clauses D.3.2 to D.3.6 of this schedule, this schedule applies in respect of an employee covered by this Agreement who is undertaking a traineeship whose training package and AQF certificate level is allocated to a wage level by Appendix D1 to this schedule or by clause D.5.4 of this schedule.
- D.3.2 This schedule only applies to AQF Certificate Level IV traineeships for which a relevant AQF Certificate Level III traineeship is listed in Appendix D1 to this schedule.
- D.3.3 This schedule does not apply to the apprenticeship system or to any training program which applies to the same occupation and achieves essentially the same training outcome as an existing apprenticeship in an award as at 25 June 1997.
- D.3.4 This schedule does not apply to qualifications not identified in training packages or to qualifications in training packages which are not identified as appropriate for a traineeship.
- D.3.5 Where the terms and conditions of this schedule conflict with other terms and conditions of this Agreement dealing with traineeships, the other terms and conditions of this Agreement prevail.
- D.3.6 At the conclusion of the traineeship, this schedule ceases to apply to the employee.

### **D.4 Types of Traineeship**

The following types of traineeship are available under this schedule:

- D.4.1 a full-time traineeship based on 38 ordinary hours per week, with 20% of ordinary hours being approved training; and
- D.4.2 a part-time traineeship based on less than 38 ordinary hours per week, with 20% of ordinary hours being approved training solely on-the-job or partly on-the-job and partly off-the-job, or where training is fully off-the-job.

### **D.5 Minimum Wages**

#### **D.5.1 Minimum wages for full-time traineeships**

##### **(a) Wage Level A**

Subject to clause D.5.3 of this schedule, the minimum wages for a trainee undertaking a full-time AQF Certificate Level I–III traineeship whose training package and AQF certificate levels are allocated to Wage Level A by Appendix D1 are:

	<b>Highest year of schooling completed</b>		
	<b>Year 10</b>	<b>Year 11</b>	<b>Year 12</b>
	<b>\$ per week</b>	<b>\$ per week</b>	<b>\$ per week</b>
School leaver	295.10	325.00	387.20
Plus 1 year out of school	325.00	387.20	450.60
Plus 2 years out of school	387.20	450.60	524.40
Plus 3 years out of school	450.60	524.40	600.40
Plus 4 years out of school	524.40	600.40	
Plus 5 or more years out of school	600.40		

**(b) Wage Level B**

Subject to clause D.5.3 of this schedule, the minimum wages for a trainee undertaking a full-time AQF Certificate Level I–III traineeship whose training package and AQF certificate levels are allocated to Wage Level B by Appendix D1 are:

	<b>Highest year of schooling completed</b>		
	<b>Year 10</b>	<b>Year 11</b>	<b>Year 12</b>
	<b>\$ per week</b>	<b>\$ per week</b>	<b>\$ per week</b>
School leaver	295.10	325.00	376.80
Plus 1 year out of school	325.00	376.80	433.40
Plus 2 years out of school	376.80	433.40	508.20
Plus 3 years out of school	433.40	508.20	579.70
Plus 4 years out of school	508.20	579.70	
Plus 5 or more years out of school	579.70		

**(c) Wage Level C**

Subject to clause D.5.3 of this schedule, the minimum wages for a trainee undertaking a full-time AQF Certificate Level I–III traineeship whose training package and AQF certificate levels are allocated to Wage Level C by Appendix D1 are:

	<b>Highest year of schooling completed</b>		
	<b>Year 10</b>	<b>Year 11</b>	<b>Year 12</b>
	<b>\$ per week</b>	<b>\$ per week</b>	<b>\$ per week</b>
School leaver	295.10	325.00	376.80
Plus 1 year out of school	325.00	376.80	424.10
Plus 2 years out of school	376.80	424.10	473.80
Plus 3 years out of school	424.10	473.80	527.90
Plus 4 years out of school	473.80	527.90	
Plus 5 or more years out of school	527.90		

**(d) AQF Certificate Level IV traineeships**

- (i) (Subject to clause D.5.3 of this schedule, the minimum wages for a trainee undertaking a full-time AQF Certificate Level IV traineeship are the minimum wages for the relevant full-time AQF Certificate Level III traineeship with the addition of 3.8% to those minimum wages.
- (ii) Subject to clause D.5.3 of this schedule, the minimum wages for an adult trainee undertaking a full-time AQF Certificate Level IV traineeship are as follows, provided that the relevant wage level is that for the relevant AQF Certificate Level III traineeship:

<b>Wage level</b>	<b>First year of traineeship</b>	<b>Second and subsequent years of traineeship</b>
	<b>\$ per week</b>	<b>\$ per week</b>
Wage Level A	623.50	647.70
Wage Level B	601.60	624.70
Wage Level C	547.50	568.20

**D.5.2 Minimum wages for part-time traineeships**

**(a) Wage Level A**

Subject to clauses D.5.2(f) and D.5.3 of this schedule, the minimum wages for a trainee undertaking a part-time AQF Certificate Level I–III traineeship whose training package and AQF certificate levels are allocated to Wage Level A by Appendix D1 are:

	<b>Highest year of schooling completed</b>		
	<b>Year 10</b>	<b>Year 11</b>	<b>Year 12</b>
	<b>\$ per hour</b>	<b>\$ per hour</b>	<b>\$ per hour</b>
School leaver	9.71	10.70	12.74
Plus 1 year out of school	10.70	12.74	14.83
Plus 2 years out of school	12.74	14.83	17.25
Plus 3 years out of school	14.83	17.25	19.74
Plus 4 years out of school	17.25	19.74	
Plus 5 or more years out of school	19.74		

**(b) Wage Level B**

Subject to clauses D.5.2(f) and D.5.3 of this schedule, the minimum wages for a trainee undertaking a part-time AQF Certificate Level I–III traineeship whose training package and AQF certificate levels are allocated to Wage Level B by Appendix D1 are:

	<b>Highest year of schooling completed</b>		
	<b>Year 10</b>	<b>Year 11</b>	<b>Year 12</b>
	<b>\$ per hour</b>	<b>\$ per hour</b>	<b>\$ per hour</b>
School leaver	9.71	10.70	12.40
Plus 1 year out of school	10.70	12.40	14.26
Plus 2 years out of school	12.40	14.26	16.73
Plus 3 years out of school	14.26	16.73	19.08
Plus 4 years out of school	16.73	19.08	
Plus 5 or more years out of school	19.08		

**(c) Wage Level C**

Subject to clauses D.5.2(f) and D.5.3 of this schedule, the minimum wages for a trainee undertaking a part-time AQF Certificate Level I–III traineeship whose training package and AQF certificate levels are allocated to Wage Level C by Appendix D1 are:

	<b>Highest year of schooling completed</b>		
	<b>Year 10</b>	<b>Year 11</b>	<b>Year 12</b>
	<b>\$ per hour</b>	<b>\$ per hour</b>	<b>\$ per hour</b>
School leaver	9.71	10.70	12.40
Plus 1 year out of school	10.70	12.40	13.95
Plus 2 years out of school	12.40	13.95	15.58
Plus 3 years out of school	13.95	15.58	17.36
Plus 4 years out of school	15.58	17.36	
Plus 5 or more years out of school	17.36		

**(d) School-based traineeships**

Subject to clauses D.5.2(f) and D.5.3 of this schedule, the minimum wages for a trainee undertaking a school-based AQF Certificate Level I–III traineeship whose training package and AQF certificate levels are allocated to Wage Levels A, B or C by Appendix D1 are as follows when the trainee works ordinary hours:

<b>Year of schooling</b>	
<b>Year 11 or lower</b>	<b>Year 12</b>
<b>\$ per hour</b>	<b>\$ per hour</b>
9.71	10.70

**(e) AQF Certificate Level IV traineeships**

- (i) Subject to clauses D.5.2(f) and D.5.3 of this schedule, the minimum wages for a trainee undertaking a part-time AQF Certificate Level IV traineeship are the minimum wages for the relevant part-time AQF Certificate Level III traineeship with the addition of 3.8% to those minimum wages.

- (ii) Subject to clauses D.5.2(f) and D.5.3 of this schedule, the minimum wages for an adult trainee undertaking a part-time AQF Certificate Level IV traineeship are as follows, provided that the relevant wage level is that for the relevant AQF Certificate Level III traineeship:

<b>Wage level</b>	<b>First year of traineeship</b>	<b>Second and subsequent years of traineeship</b>
	<b>\$ per hour</b>	<b>\$ per hour</b>
Wage Level A	20.51	21.31
Wage Level B	19.77	20.54
Wage Level C	18.01	18.70

**(f) Calculating the actual minimum wage**

- (i) Where the full-time ordinary hours of work are not 38 or an average of 38 per week, the appropriate hourly minimum wage is obtained by multiplying the relevant minimum wage in clauses D.5.2(a)-(e) of this schedule by 38 and then dividing the figure obtained by the full-time ordinary hours of work per week.
- (ii) Where the approved training for a part-time traineeship is provided fully off-the-job by a registered training organisation, for example at school or at TAFE, the relevant minimum wage in clauses D.5.2(a)-(e) of this schedule applies to each ordinary hour worked by the trainee.
- (iii) Where the approved training for a part-time traineeship is undertaken solely on-the-job or partly on-the-job and partly off-the-job, the relevant minimum wage in clauses D.5.2(a)-(e) of this schedule minus 20% applies to each ordinary hour worked by the trainee.

**D.5.3 Other minimum wage provisions**

- (a) An employee who was employed by SCCBH immediately prior to becoming a trainee with SCCBH must not suffer a reduction in their minimum wage per week or per hour by virtue of becoming a trainee. Casual loadings will be disregarded when determining whether the employee has suffered a reduction in their minimum wage.
- (b) If a qualification is converted from an AQF Certificate Level II to an AQF Certificate Level III traineeship, or from an AQF Certificate Level III to an AQF Certificate Level IV traineeship, then the trainee must be paid the next highest minimum wage provided in this schedule, where a higher minimum wage is provided for the new AQF certificate level.

**D.5.4 Default wage rate**

The minimum wage for a trainee undertaking an AQF Certificate Level I–III traineeship whose training package and AQF certificate level are not allocated to a wage level by Appendix D1 is the relevant minimum wage under this schedule for a trainee undertaking an AQF Certificate to Level I–III traineeship whose training package and AQF certificate level are allocated to Wage Level B.

**D.6 Employment conditions**

- D.6.1 A trainee undertaking a school-based traineeship may, with the agreement of the trainee, be paid an additional loading of 25% on all ordinary hours worked instead of paid annual

leave, paid personal/carer's leave and paid absence on public holidays, provided that where the trainee works on a public holiday then the public holiday provisions of this Agreement apply.

D.6.2 A trainee is entitled to be released from work without loss of continuity of employment and to payment of the appropriate wages to attend any training and assessment specified in, or associated with, the training contract.

D.6.3 Time spent by a trainee, other than a trainee undertaking a school-based traineeship, in attending any training and assessment specified in, or associated with, the training contract is to be regarded as time worked for SCCBH for the purposes of calculating the trainee's wages and determining the trainee's employment conditions.

Note: The time to be included for the purpose of calculating the wages for part-time trainees whose approved training is fully off-the-job is determined by clause D.5.2(f)(ii) and not by this clause.

D.6.4 Subject to clause D.3.5 of this schedule, all other terms and conditions of this Agreement apply to a trainee unless specifically varied by this schedule.

## APPENDIX D1 - ALLOCATION OF TRAINEESHIPS TO WAGE LEVELS

The wage levels applying to training packages and their AQF certificate levels are:

### D1.1 Wage Level A

Training package	AQF certificate level
Aeroskills	II
Aviation	I
	II
	III
Beauty	III
Business Services	I
	II
	III
Chemical, Hydrocarbons and Refining	I
	II
	III
Civil Construction	III
Coal Training Package	II
	III
Community Services	II
	III
Construction, Plumbing and Services Integrated Framework	I
	II
	III
Correctional Services	II
	III
Drilling	II
	III
Electricity Supply Industry—Generation Sector	II
	III (in Western Australia only)
Electricity Supply Industry—Transmission, Distribution and Rail Sector	II
Electrotechnology	I
	II
	III (in Western Australia only)
Financial Services	I
	II
	III
Floristry	III
Food Processing Industry	III
Gas Industry	III
Information and Communications Technology	I
	II
	III
Laboratory Operations	II
	III
Local Government (other than Operational Works Cert I and II)	I
	II
	III
Manufactured Mineral Products	III
Manufacturing	I
	II
	III
Maritime	I
	II
	III

<b>Training package</b>	<b>AQF certificate level</b>
Metal and Engineering (Technical)	II
	III
Metalliferous Mining	II
	III
Museum, Library and Library/Information Services	II
	III
Plastics, Rubber and Cablemaking	III
Public Safety	III
Public Sector	II
	III
Pulp and Paper Manufacturing Industries	III
Retail Services (including wholesale and Community pharmacy)	III
Telecommunications	II
	III
Textiles, Clothing and Footwear	III
Tourism, Hospitality and Events	I
	II
	III
Training and Assessment	III
Transport and Distribution	III
Water Industry (Utilities)	III

## **D1.2 Wage Level B**

<b>Training package</b>	<b>AQF certificate level</b>
Animal Care and Management	I
	II
	III
Asset Maintenance	I
	II
	III
Australian Meat Industry	I
	II
	III
Automotive Industry Manufacturing	II
	III
Automotive Industry Retail, Service and Repair	I
	II
	III
Beauty	II
Caravan Industry	II
	III
Civil Construction	I
Community Recreation Industry	III
Entertainment	I
	II
	III
Extractive Industries	II
	III
Fitness Industry	III
Floristry	II
Food Processing Industry	I
	II
Forest and Forest Products Industry	I
	II

<b>Training package</b>	<b>AQF certificate level</b>
	III
Furnishing	I
	II
	III
Gas Industry	I
	II
Health	II
	III
Local Government (Operational Works)	I
	II
Manufactured Mineral Products	I
	II
Metal and Engineering (Production)	II
	III
Outdoor Recreation Industry	I
	II
	III
Plastics, Rubber and Cablemaking	II
Printing and Graphic Arts	II
	III
Property Services	I
	II
	III
Public Safety	I
	II
Pulp and Paper Manufacturing Industries	I
	II
Retail Services	I
	II
Screen and Media	I
	II
	III
Sport Industry	II
	III
Sugar Milling	I
	II
	III
Textiles, Clothing and Footwear	I
	II
Transport and Logistics	I
	II
Visual Arts, Craft and Design	I
	II
	III
Water Industry	I
	II

### D1.3 Wage Level C

<b>Training package</b>	<b>AQF certificate level</b>
Agri-Food	I
Amenity Horticulture	I
	II
	III
Conservation and Land Management	I
	II
	III
Funeral Services	I
	II
	III
Music	I
	II
	III
Racing Industry	I
	II
	III
Rural Production	I
	II
	III
Seafood Industry	I
	II
	III

## **SCHEDULE E - SCHOOL-BASED APPRENTICES**

- E.1** This schedule applies to school-based apprentices. A school-based apprentice is a person who is undertaking an apprenticeship in accordance with this schedule while also undertaking a course of secondary education.
- E.2** A school-based apprenticeship may be undertaken in the trades covered by this agreement under a training agreement or contract of training for an apprentice declared or recognised by the relevant State or Territory authority.
- E.3** The relevant minimum wages for full-time junior and adult apprentices provided for in this agreement, calculated hourly, will apply to school-based apprentices for total hours worked including time deemed to be spent in off-the-job training.
- E.4** For the purposes of clause E.3, where an apprentice is a full-time school student, the time spent in off-the-job training for which the apprentice must be paid is 25% of the actual hours worked each week on-the-job. The wages paid for training time may be averaged over the semester or year.
- E.5** A school-based apprentice must be allowed, over the duration of the apprenticeship, the same amount of time to attend off-the-job training as an equivalent full-time apprentice.
- E.6** For the purposes of this schedule, off-the-job training is structured training delivered by a Registered Training Organisation separate from normal work duties or general supervised practice undertaken on the job.
- E.7** The duration of the apprenticeship must be as specified in the training agreement or contract for each apprentice but must not exceed six years.
- E.8** School-based apprentices progress through the relevant wage scale at the rate of 12 months progression for each two years of employment as an apprentice or at the rate of competency-based progression, if provided for in this agreement.
- E.9** The apprentice wage scales are based on a standard full-time apprenticeship of four years (unless the apprenticeship is of three years duration) or stages of competency based progression, if provided for in this agreement. The rate of progression reflects the average rate of skill acquisition expected from the typical combination of work and training for a school-based apprentice undertaking the applicable apprenticeship.
- E.10** If an apprentice converts from school-based to full-time, the successful completion of competencies (if provided for in this award) and all time spent as a full-time apprentice will count for the purposes of progression through the relevant wage scale in addition to the progression achieved as a school-based apprentice.
- E.11** School-based apprentices are entitled pro rata to all of the other conditions in this agreement.